



Joint Council for
Qualifications

**Adjustments for candidates with disabilities and
learning difficulties**

Access Arrangements and Reasonable Adjustments

General and Vocational qualifications

**With effect from
1 September 2014 to 31 August 2015**

**For the attention of SENCOs, specialist assessors and senior
leaders within schools and colleges**

Produced on behalf of:



PEARSON



Statement

These regulations reflect a whole centre approach to access arrangements.

It is therefore the responsibility of the head of centre, members of the senior leadership team and the specialist assessor(s)/SENCo within the centre to familiarise themselves with the entire contents of this document.

The SENCo, fully supported by teaching staff and members of the senior leadership team, must lead on the access arrangements process within his/her centre.

Teaching staff and members of the senior leadership team must support the SENCo in determining and implementing appropriate access arrangements.

Ideally, the SENCo will also be the in-house specialist assessor and will thus assess candidates, process applications on-line and hold the evidence for inspection purposes for GCSE and/or GCE qualifications.

For GCSE and GCE qualifications, these regulations must be used in conjunction with *Access arrangements online* when processing applications.

Failure to comply with the regulations contained in this document has the potential to constitute malpractice which may impact on the candidate's result(s).

Failure to comply is defined as putting in place access arrangements that are not approved, or permitting access arrangements within the centre which are not supported by appropriate evidence.

This document also addresses the duty upon awarding bodies to make reasonable adjustments and avoid unfavourable treatment towards disabled candidates.

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Changes for the academic year 2014/15

Changes made to the content of this document since the previous version (1 September 2013 to 31 August 2014) are highlighted for easy identification.

However, heads of centre, members of senior leadership teams and specialist assessors/SENCOs must familiarise themselves with the entire contents of this document.

Centres should note that any reference to 'JCQ' or 'Joint Council for Qualifications' within this document should be read as JCQ^{CIC} or the Joint Council for Qualifications^{CIC}.

Deadlines for submitting applications for access arrangements and modified papers on-line for GCSE and GCE qualifications

Access arrangements may cover the entire course and for GCSE and GCE qualifications **must** be processed using *Access arrangements online* as early as possible.

Arrangements must be processed and approved before an examination or controlled assessment/coursework as per the deadlines below.

Month of examination	Access arrangement	Deadline
November 2014	Modified papers	20 September 2014
November 2014	All other access arrangements	4 October 2014
January 2015†	Modified papers	4 October 2014
January 2015†	All other access arrangements	21 October 2014
May/June 2015	Modified papers	31 January 2015
May/June 2015 (GCSE/GCE examinations)	All other access arrangements	21 March 2015

†Where GCSE specifications are available in January 2015. (This does not apply to centres in England.)

†For those candidates who decide to re-sit GCSE units in June 2015, following the publication of January 2015 GCSE examination results, orders for modified papers must be received no later than 21 March 2015.

(For unitised GCSE qualifications in Northern Ireland in March 2015 please see CCEA's website for information.)

N.B. Please note that candidates may not be able to have the modified papers requested, if orders are not received by the deadlines.

Applications for access arrangements must be processed by the respective deadline. This will allow centres to make provision for access arrangements from the perspective of timetabling, logistics, accommodation and staffing.

If a referral to an awarding body becomes necessary, there may not be sufficient time to process the application if it is made after the respective deadline.

Centres should refer to **Chapter 8, pages 89-93**, for more detailed information on how to use *Access arrangements online* and the JCQ website –

<http://www.jcq.org.uk/exams-office/aao-access-arrangements-online>

Where a candidate has a temporary difficulty, for GCSE and GCE qualifications, centres must process the access arrangement using *Access arrangements online* (where required).

Appropriate evidence must be held on file to support the arrangement (where required).

Definitions

Access Arrangements

Access arrangements are agreed before an assessment. They allow candidates/learners with special educational needs, disabilities or temporary injuries to:

- access the assessment;
- show what they know and can do without changing the demands of the assessment.

The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010* to make 'reasonable adjustments'.

Reasonable Adjustments

The Equality Act 2010* requires **an awarding body** to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at **a substantial disadvantage** in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. An example would be a Braille paper which would be a reasonable adjustment for a visually impaired person who could read Braille.

A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements.

Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:

- the needs of the disabled candidate/learner;
- the effectiveness of the adjustment;
- the cost of the adjustment; **and**
- the likely impact of the adjustment upon the candidate and other candidates.

An adjustment will not be approved if it:

- involves unreasonable costs to the awarding body;
- involves unreasonable timeframes; or
- affects the security and integrity of the assessment.

This is because the adjustment is not "reasonable".

In most cases it will not be reasonable for adjustments to be made to assessment objectives within a qualification. To do so would likely undermine the effectiveness of the qualification in providing a reliable indication of the knowledge, skills and understanding of the candidate. There is no duty to make adjustments which the qualifications regulators have specified should not be made. As set out in **Chapter 2, page 9**, there is no duty to make adjustments to competence standards within vocational qualifications.

(See Chapter 3, pages 13-14 for information on assessment objectives and section 1.6, page 6 and section 1.8, page 8 for the list of general qualifications covered by equality legislation in England, Wales and Northern Ireland).

The responsibility of an awarding body is principally one of making reasonable adjustments for a candidate defined as disabled within the meaning of the Equality Act 2010.

*References to legislation in Chapter 1 are to the Equality Act 2010. Separate legislation is in place for Northern Ireland (see section 1.8, page 8). The definitions and procedures in this document relating to access arrangements and reasonable adjustments will also apply in Northern Ireland.

The Equality Act 2010 definition of disability

Generally, impairments have to meet the statutory requirements set out in section 6 and Schedule 1 to the Equality Act 2010 and associated regulations.

The Equality Act 2010 definition of disability is usually considered cumulatively in terms of:

- identifying a physical or mental impairment;
- looking into adverse effects and assessing which are substantial;
- considering if substantial adverse effects are long term;
- judging the impact of long term adverse effects on normal day to day activities.

Statutory guidance on the Equality Act 2010 definition of disability has been produced by the Office for Disability Issues (within the Department for Work and Pensions) to help better understand and apply this definition - <http://odi.dwp.gov.uk/docs/wor/new/ea-guide.pdf>.

The clear starting point in the statutory guidance is that disability means **'limitations going beyond the normal differences in ability which may exist among people'**.

'Substantial' means 'more than minor or trivial'. Substantial adverse effects can be determined by looking at the effects on a person with the impairment, comparing those to a person without the impairment, to judge if the difference between the two is more than minor or trivial.

'Long term' means the impairment has existed for at least 12 months, or is likely to do so.

'Normal day to day activities' could be determined by reference to the illustrative, non-exhaustive list of factors in pages 47 to 51 of the statutory guidance relating to the Equality Act 2010. **(Study and education related activities are included in the meaning of 'day to day' activities.)**

The guidance from the Office for Disability Issues referred to above illustrates the factors which might reasonably be regarded as having a substantial adverse effect on normal day to day activities. Factors that might reasonably be expected not to have a substantial adverse effect are also provided.

Factors that might reasonably be expected to have a substantial adverse effect include:

- persistent and significant difficulty in reading and understanding written material where this is in the person's native language, for example because of a mental impairment, a learning difficulty or a sensory or multi-sensory impairment;
- persistent distractibility or difficulty concentrating;
- difficulty understanding or following simple verbal instructions.

Factors that might reasonably be expected not to have a substantial adverse effect include:

- minor problems with writing or spelling;
- inability to fill in a long, detailed, technical document, which is in the person's native language without assistance;
- inability to concentrate on a task requiring application over several hours.

Section A

Chapter 1

General qualifications - information and guidance for centres

The awarding bodies have a duty not to discriminate against individuals in conferring qualifications in respect of all protected characteristics set out in the Equality Act 2010 (with the exception of the protected characteristics of marriage and civil partnership). They will take steps when developing specifications, identifying the assessment criteria and drafting question papers to ensure that the impact of each of these upon individuals with differing protected characteristics is minimised.

This chapter specifically sets out the duty upon awarding bodies to make reasonable adjustments and avoid unfavourable treatment towards disabled candidates.

1.1 Awarding bodies – general qualifications

Section 96 (1-6) of the Equality Act 2010 states that awarding bodies must not discriminate, harass or victimise when conferring general qualifications and have a duty to make reasonable adjustments.

1.2 Duty to make a reasonable adjustment

The duty for an awarding body to make a reasonable adjustment will apply where assessment arrangements would put a disabled candidate at a substantial disadvantage in comparison with a candidate who is not disabled. In such circumstances, the awarding body is required to take reasonable steps to avoid that disadvantage.

1.3 Definition of disability

Section 6 of the Equality Act 2010 defines **disability** as a '**physical or mental impairment which has a substantial and long term adverse effect on someone's ability to carry out normal day to day activities**'.

1.4 Definition of special educational needs

A candidate has "special educational needs" as defined in the Education Act 1996 if he/she has a learning difficulty which calls for special educational provision to be made for him/her.

A candidate has a "learning difficulty" if:

- he/she has a significantly greater difficulty in learning than the majority of children of his/her age; **or**
- he/she has a disability which either prevents or hinders him/her from making use of educational facilities of a kind generally provided for children of his/her age in schools within the area of the local authority.

The existence of a medical diagnosis or a physical disability in itself does not imply that the candidate in question has special educational needs.

1.5 The power of the regulator

Section 96 (7-8) states that the duty to make reasonable adjustments to general qualifications does not apply where the regulator specifies provisions, criteria or practices in relation to which the awarding body:

- is not subject to a duty to make reasonable adjustments;
- is subject to a duty to make reasonable adjustments, but in relation to which such adjustments, as the regulator specifies, should not be made.

It should be noted that the regulators' powers under section 96 of the Equality Act 2010 are 'negative' rather than 'permissive'. That is, section 96 allows the regulators to specify where awarding bodies are not under a duty to make reasonable adjustments, rather than saying precisely what adjustments should be made.

For example, the regulators have specified that a reader cannot be used as a reasonable adjustment where a candidate's reading ability is being assessed.

1.6 Which qualifications are covered by section 96 of the Equality Act 2010 in England and Wales?

- Advanced Extension Awards
- Entry Level Certificate qualifications
- Essential Skills (Wales)
- Free Standing Mathematics qualifications
- Functional Skills
- General Certificate of Education (Advanced and Advanced Subsidiary levels)
- General Certificate of Secondary Education
- Principal Learning and Project qualifications (Extended, Foundation and Higher Projects)
- Welsh Baccalaureate qualification, Core Certificate

1.7 How can centres apply for reasonable adjustments for candidates defined as disabled under the terms of the Equality Act 2010?

Reasonable adjustments

The arrangements set out in **Chapters 5 and 6 of this document** are the most common ones that are put in place. They will be sufficient to enable candidates who experience **persistent and significant difficulties** (whether those are a result of a "disability" within the meaning of the Equality Act or otherwise) to access assessments.

Please see the examples on page 7.

Examples of reasonable adjustments for disabled candidates

- A candidate with Dyslexia needs to use a coloured overlay and a word processor, and requires 25% extra time. The use of a yellow coloured overlay is a reasonable adjustment for the candidate since it helps him to improve his reading accuracy. The use of a word processor is a reasonable adjustment since it is his normal means of producing written work within the centre and is appropriate to his needs.

The candidate has been assessed by a specialist assessor using an up to date nationally standardised test. **The assessment shows that the candidate has a substantial and long term impairment as his working memory score is in the below average range. The candidate has a standardised score of 79.** The centre can supplement the specialist assessor's report (**Section C of Form 8**) with a picture of need (**Section A of Form 8**) showing 25% extra time as his normal way of working within the centre. The application of 25% extra time is a reasonable adjustment and the centre processes an application on-line using *Access arrangements online*.

- A candidate with ADD (Attention Deficit Disorder) has **persistent difficulty** concentrating and poor working memory. Supervised rest breaks and the use of a prompter, who may need to physically show him where on a page he had been working in order to re-start his work, would be reasonable adjustments.
- A candidate has Asperger's Syndrome which is confirmed by a letter from a consultant paediatrician. He has **persistent and significant difficulties** with his handwriting which is poor but not illegible. He is unable to complete mock English, Geography and History papers within the time allowed. In other subjects he finishes the mock papers before the end of the test. The centre processes an on-line application for 25% extra time on account of his impairment which is having **a substantial and adverse effect** in those GCSE subjects with extended writing. Without the application of 25% extra time in those subjects the candidate would be at **a substantial disadvantage**.
- A candidate with a severe visual impairment requires 50% extra time in order to effectively access the modified enlarged papers ordered for her. In papers involving complex layout and diagrams she also requires the use of a practical assistant and a reader to work under her instruction to locate relevant information. These arrangements are approved as the candidate has **a substantial and long term impairment**.
- A candidate is profoundly deaf and uses BSL as his normal way of working within the centre. The candidate will be provided with modified language papers (where the paper has not been modified at source), a live speaker for pre-recorded components and a Sign Language Interpreter. These are reasonable adjustments for the candidate. The centre orders modified language papers, where available, using *Access arrangements online*.
- A candidate with profound Speech, Language and Communication Needs (SLCN) is allocated a reader. An on-line application for a reader was approved as the candidate has **a substantial and long term impairment resulting in a below average reading comprehension score** – a standardised score of 72. The candidate, in light of his **substantial difficulties**, is presented with a number of prompt cards - "please repeat the instructions", "please read that again", "please read back my answers". The use of a reader and prompt cards (placed on the candidate's desk and open to scrutiny by the JCQ Centre Inspection Service) would be reasonable adjustments for this candidate.

The candidate also has **persistent and significant difficulty** with memory of spoken language and needs repetition. Extra time of 25% is required as the process of reading will be **substantially slower**. Without the application of 25% extra time the candidate would be at a **substantial disadvantage**. The centre awards the candidate 25% extra time and shows the need for the arrangement within Section A of Form 8.

Candidates with substantial needs

However, there may be candidates who suffer from particular disabilities who may require other adjustments which are not listed. Accordingly, **the list of access arrangements is not exhaustive.**

Where a GCSE/GCE candidate has substantial needs which are not accommodated by *Access arrangements online*, the centre should make an on-line referral to the relevant awarding body. **This may be done via *Access arrangements online* by selecting 'Other'**. However, additional paperwork may be required in order to justify the request being made.

Awarding bodies may require more compelling evidence of need before approving an arrangement that would otherwise unfairly advantage the candidate. **The requirement for evidence of need is important so as to maintain the rigour and standard of the examination system.** Evidence is also necessary to ensure that those using examination certificates can continue to have confidence in the awarding of qualification grades.

Each application will be considered individually in light of the candidate's needs. The response will relate primarily to the effect the requested adjustment may have on the assessment objective being tested in the qualification.

1.8 Arrangements in Northern Ireland

Separate legislation is in place in Northern Ireland. However, the definitions and procedures in this document relating to access arrangements and reasonable adjustments will apply.

The definition of disability is defined in the Disability Discrimination Act 1995 (as amended).¹ The provisions that make discrimination in the arrangements for awarding general qualifications by awarding bodies unlawful are contained in Part 3, Chapter 3, of the Special Educational Needs and Disability (Northern Ireland) Order 2005 (SENDO 2005).²

Current qualifications covered by SENDO 2005 are:

- Advanced Extension Awards
- Entry level qualifications
- Free Standing Mathematics qualifications
- General Certificate of Education (Advanced and Advanced Subsidiary levels)
- General Certificate of Secondary Education
- Key Skills
- Essential Skills

¹ Please note that s75 of the Northern Ireland Act 1998 also places statutory duties on public bodies in Northern Ireland relating to the promotion of equality of opportunity between persons with a disability and persons without.

² As supplemented by the Equality Commission's SENDO Disability Discrimination Code of Practice for Schools.

Chapter 2

Vocational qualifications - information and guidance for centres

2.1 Which qualifications are covered?

This section relates specifically to vocational qualifications as defined in section 53 of the Equality Act 2010.

2.2 Awarding bodies – vocational qualifications

Section 53 of the Equality Act 2010 states that awarding bodies must not discriminate, harass or victimise when conferring vocational qualifications. Awarding bodies have a duty to make reasonable adjustments.

2.3 What are the duties of awarding bodies?

The duty for an awarding body to make a reasonable adjustment will apply where an assessment arrangement would put a disabled person at a substantial disadvantage in comparison to someone who is not disabled. In such circumstances, the awarding body is required to take reasonable steps to avoid that disadvantage.

2.4 Application of competence standards

Awarding bodies offering vocational qualifications are allowed to apply competence standards to a disabled person.

A competence standard is defined as an academic, medical or other standard applied for the purpose of determining whether or not a person has a particular level of competence or ability.

The application by an awarding body of a competence standard to a disabled person is not disability discrimination unless it is discrimination by virtue of section 19 of the Equality Act 2010 (re indirect discrimination).

2.5 Taking advice from the awarding body about competence standards

There are subject specific issues relating to vocational qualifications where the centre may need to seek particular advice from the awarding body issuing the qualification.

In the majority of vocational qualifications, a wide range of reasonable adjustments will be available. The arrangements listed in **Chapters 5 and 6** may be relevant for some candidates entering for vocational qualifications.

However, there are some important exceptions where the competence standards would be invalidated if an adjustment was made. In particular, reasonable adjustments to vocational qualifications that carry a 'licence to practise' need to be carefully considered so as not to invalidate 'the licence'.

2.6 Recruiting learners with integrity

It is vital that centres recruit with integrity with regard to vocational qualifications. Centres **must** ensure that learners have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs. The recruitment process **must** include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to successfully complete the assessment and achieve the qualification. Such an assessment **must** identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualification(s).

Where the recruitment process identifies that the learner may not be able to demonstrate attainment and thus gain achievement in all of the assessments for the selected qualification, this **must** be communicated clearly to the learner. A learner may still decide to proceed with a particular qualification and not be entered for all or some of the assessments.

Centres **must** ensure that learners are aware of:

- the range of options available, including any reasonable adjustments that may be necessary, to enable the demonstration of attainment across all of the required assessments; **and**
- any restrictions on progression routes to the learner as a result of not achieving certain outcomes.

2.7 Guidance on reasonable adjustments

Awarding bodies aim to ensure open access to vocational and occupational qualifications for learners who are eligible for reasonable adjustments in assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured.

A reasonable adjustment is agreed at the pre-assessment planning stage and is any action that helps to reduce the effect of a disability or difficulty, which places the learner at a **substantial disadvantage**.

Reasonable adjustments must not, however, affect the reliability or validity of assessment outcomes nor must they give the learner an unfair assessment advantage over other learners undertaking the same or similar assessments.

The head of centre/Principal/CEO (or designated nominee) **must** ensure that a reasonable adjustment implemented by the centre on behalf of the learner is based on firm evidence of a barrier to assessment and is in line with this guidance. Failure to do so may result in advice or action for the centre through to the implementation of steps to manage centre malpractice. This could ultimately lead to the recall of certificates, removal of qualification approval or removal of centre approval.

2.8 Reasonable adjustments within vocational qualifications

Vocational qualifications accredit competence against qualification specifications and assessment criteria, and/or National Standards and an approved assessment strategy. Any reasonable adjustment **must** reflect the normal learning or working practice of a learner in a centre or working within the occupational area.

Learners may, however, use mechanical, electronic and other aids in order to demonstrate competence. The aids must either be generally commercially available, or available from specialist suppliers, and can feasibly be used in the centre or on the employers' premises.

The following adaptations are examples of what may be considered for the purposes of facilitating access, as long as they do not impact on any competence standards being tested:

- adapting assessment materials;
- adaptation of the physical environment for access purposes;
- adaptation to equipment;
- assessment material in an enlarged format or Braille;
- assessment material on coloured paper or in audio format;
- British Sign Language (BSL);
- changing or adapting the assessment method;
- changing usual assessment arrangements;
- extra time, e.g. assignment extensions;
- language modified assessment material;
- practical assistant;
- prompter;
- providing assistance during assessment;
- reader;
- scribe;
- transcript;
- use of assistive software;
- using assistive technology;
- use of CCTV, coloured overlays, low vision aids;
- use of a different assessment location;
- use of ICT/responses using electronic devices.

It is important to note that not all of the adjustments (as above) will be reasonable, permissible or practical in particular situations. The learner may not need, nor be allowed the same adjustment for all assessments.

Learners should be fully involved in any decisions about adjustments/adaptations. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a particular qualification.

As the needs and circumstances of each learner are different, centres **must** consider any request for a reasonable adjustment on a case by case basis. **Evidence of need will be required.**

2.9 Applying reasonable adjustments to internal assessments

For qualifications which are internally assessed, centres or training providers **do not** need to apply to the awarding body. However, centres **must** make reasonable adjustments that are in line with the awarding body's policies.

All reasonable adjustments made in relation to internal assessments **must** be recorded on **Form VQ/IA and held on file within the centre for inspection purposes.**

Form VQ/IA is available electronically at:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

Where the centre is unsure if the reasonable adjustment proposed is in line with this guidance, the centre must contact the relevant awarding body for advice.

2.10 How can centres apply for reasonable adjustments for external assessments?

Centres or training providers who wish to apply for a reasonable adjustment in a vocational qualification **must** make an application to the relevant awarding body **at least six weeks before the date of the series in which the assessment is to be taken**. **Form VQ/EA must be used**.

Form VQ/EA is available electronically at:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

Each application will be considered individually. The response will relate primarily to the effect the requested adjustment might have on the competence and ability being tested in the qualification, as well as the reliability and validity of the assessment.

Some adjustments may not be considered reasonable if they:

- do not meet the published criteria;
- involve unreasonable costs to the awarding body;
- involve unreasonable timeframes; or
- affect the security and integrity of the qualification itself.

For example, Braille papers cannot be produced at short notice. Adjustments **must not** put in jeopardy the health and well-being of the candidate or any other person.

2.11 Modified papers

To apply for Braille papers, modified enlarged papers, modified language papers or papers adapted for the purpose of using a recording, please submit **Form VQ/EA no later than ten weeks before the date of the assessment**.

Where it reflects the learner's normal way of working, centres or training providers may provide an A3 enlargement of non-secure materials without requesting the permission of the awarding body.

The language of non-secure materials **must not** be changed without the prior permission of the awarding body.

Secure question papers must not be opened early without the prior permission of the awarding body.

Form VQ/EA is available electronically at:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

Chapter 3

Candidates with disabilities and learning difficulties, and the application of assessment objectives

(This section will be particularly useful for heads of centre, senior leaders within centres, specialist assessors and SENCOs)

General qualifications

3.1 It is vital that centres recruit with integrity with regard to general qualifications.

Centres **must** ensure that learners have the correct information and advice on their selected qualifications and that the qualifications will meet their needs.

The centre **must** assess each potential learner and make justifiable and professional judgements about the learner's potential to successfully complete and achieve the qualifications. Such an assessment **must** identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualifications.

Assessment objectives

3.2 In general qualifications, (see section 1.6, page 6 and section 1.8, page 8) the candidate must demonstrate attainment in a number of assessment objectives.

The assessment objectives define the competencies being tested by the specification. These test knowledge, understanding, skills and their application. The assessment objectives are set out in the awarding bodies' specifications for each subject.

The marks gained when these skills are measured are multiplied by an aggregation factor to maintain the appropriate weightings.

The total mark is matched against the agreed number of marks (the grade boundary) required for each grade at which the qualification can be issued.

Grade boundaries

3.3 The academic standard or level which must be reached by each candidate to achieve a particular grade is identified by the grade boundary. The grade boundaries are applied equally to all candidates. To be awarded a grade, the candidate must be able to demonstrate the level of competence or ability against the assessment objectives.

- 3.4 **Some types of disability may affect the candidate's ability to demonstrate one or more of the assessment objectives.** An alternative route may be available in the specification and advice **must** be sought from the awarding body. In some cases, a disabled candidate may have to be exempted from a component (**see section 5.17, page 72**) if that is the only adjustment available to enable him/her to overcome a substantial disadvantage in accessing the specification.

Sometimes, however, alternatives cannot be found because the impairment relates to a fundamental part of the assessment. As a result, the candidate may not score enough marks to justify entering for the assessment.

The centre may include a candidate on a course in the full knowledge that they may not be able to fulfil all the assessment requirements. **The candidate and his/her parents/carers must be made fully aware of the extent to which it is advisable to enter the candidate for the qualification.** It is not always possible to arrange equal access for a candidate whose impairment affects a competence which is being tested and who may be unable to demonstrate the assessment objectives.

Centres should take steps to ensure that specialist assessors (**see section 7.3.3, page 83**) have access to the assessment objectives for the relevant specification(s).

- 3.5 The examples below show how adjustments can be made to enable candidates to gain access to qualifications and to demonstrate what they know and can do. The examples show cases where an adjustment will not be permitted and where it is not advisable for the candidate to enter for the assessment, (unless it is felt that the impairment will not affect a significant proportion of the assessment).
- 3.6 As stated on **page 3**, in most cases it will not be reasonable for adjustments to be made to assessment objectives within a qualification. To do so would likely undermine the effectiveness of the qualification in providing a reliable indication of the knowledge, skills and understanding of the candidate. There is no duty to make adjustments which the qualifications regulators have specified should not be made.

Examples of how assessment objectives would impact on the availability of access arrangements

- A candidate with severe cerebral palsy enjoys her GCSE Design and Technology course but cannot use her hands. She cannot design or make any realisation independently, even with the aid of CAD/CAM. As this part of the assessment is a large proportion of the qualification, she decides not to enter for this particular subject. The assessment objectives are designing and making, so no adjustment can be made.
- A candidate with severe dyslexia wants to take GCSE English and GCSE Spanish but cannot read or write adequately.
He cannot have an adjustment in the form of a reader in the Reading section of the GCSE English paper and the GCSE Spanish Reading paper, but may use a computer reader.
He cannot have a scribe in the writing papers for GCSE Spanish unless he is able to dictate each foreign word letter by letter. It may be appropriate to enter the candidate for GCSE Spanish if, with extra time of up to 50%, or the use of a word processor with the spelling and grammar check disabled, he can access the writing papers independently.
He can have a scribe though in the Reading and Writing sections of the GCSE English paper. However, where separate marks are awarded for spelling and punctuation these cannot be credited.
- A candidate with no hands wishes to take GCE A level Fine Art. It is suggested that mouth or foot painting will be acceptable. The candidate cannot do either and wants another person to paint at her instruction. This is not permitted as the assessment includes the skill of painting.

SECTION B:

Adjustments for candidates with disabilities and learning difficulties

Chapter 4

4.1 Managing the needs of candidates with disabilities and learning difficulties

Some candidates with disabilities and learning difficulties are likely to have a number of the needs **set out in paragraphs 4.1.1–4.1.4**. They may require a range of access arrangements. **The examples given are therefore not exhaustive and are illustrative only.**

(See Chapter 5, pages 20-72 and Chapter 6, pages 75-81, for details of these arrangements).

4.1.1 Behavioural, Emotional and Social Development Needs‡

Candidates with behavioural, emotional and social difficulties (BESD) may require for example:

- supervised rest breaks
- a prompter
- separate invigilation
- alternative accommodation arrangements
- extra time
- a word processor
- a computer reader or a reader
- a scribe

4.1.2 Cognition and Learning Needs‡

General and/or Specific Learning Difficulties

Candidates with learning difficulties may require for example:

- supervised rest breaks
- extra time
- a computer reader or a reader
- a word processor
- a scribe
- a prompter
- a practical assistant
- coloured overlays
- coloured/enlarged papers
- papers with modified language

‡The candidate must have an impairment in their first language which has a substantial and long term adverse effect. A candidate **does not** have a learning difficulty simply because their first language is not English, Irish or Welsh.

4.1.3 Communication and Interaction Needs‡

Autistic Spectrum Disorder (ASD), Speech, Language and Communication Needs (SLCN)

Candidates with communication and interaction difficulties may require for example:

- supervised rest breaks
- extra time
- a computer reader or a reader
- an Oral Language Modifier or a Sign Language Interpreter
- papers with modified print and/or modified language
- a word processor
- a scribe

‡The candidate must have an impairment in their first language which has a substantial and long term adverse effect. A candidate **does not** have a learning difficulty simply because their first language is not English, Irish or Welsh.

4.1.4 Sensory and Physical Needs

Hearing Impairment (HI), Multi-Sensory Impairment (MSI), Physical Disability (PD), Visual Impairment (VI)

Candidates with sensory and physical needs may require for example:

- supervised rest breaks
- extra time
- a computer reader or a reader
- a word processor
- a scribe
- a live speaker
- an Oral Language Modifier or a Sign Language Interpreter
- a practical assistant
- Braille papers, papers with modified print and/or modified language.

4.2 Principles for centres

- 4.2.1 The purpose of an access arrangement is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate.

- 4.2.2 Although access arrangements are intended to allow access to assessments, they cannot be granted where they will compromise the assessment objectives of the specification in question (see Chapter 3, page 13). **For example, the use of a practical assistant will not normally be allowed when practical skills are being tested.**

- 4.2.3 **Candidates may not require the same access arrangements in each specification.** Subjects and their methods of assessments may vary, leading to different demands of the candidate. **The need for access arrangements should be considered on a subject-by-subject basis.**

Examples

- A GCE AS student will use a word processor in English Literature and Sociology papers but not in Further Mathematics papers. The use of a word processor in English Literature and Sociology AS papers is appropriate to his needs and reflects his normal way of working within the centre.
- A GCSE student is awarded 25% extra time in papers with extended writing – English Language, English Literature, Geography and History because his impairment **substantially** impacts only upon his ability to compose continuous text. These difficulties are not so extensive in short answer French and Spanish papers, Biology, Chemistry, Mathematics and Physics papers; therefore extra time is not awarded.
- A GCSE student is awarded 25% extra time in all papers because his impairment **substantially** impacts upon his reading, writing and processing skills.

- 4.2.4 **Access arrangements should always be processed at the start of the course.** Candidates will then know what is available and have the access arrangement(s) in place for examinations and controlled assessments/coursework. Arrangements **must** be approved before an examination or assessment.

- 4.2.5 **The arrangement(s) put in place must reflect the support given to the candidate in the centre***, e.g.

- in the classroom; or
- working in small groups for reading and/or writing; or
- literacy support lessons; or
- literacy intervention strategies; and/or
- in internal school tests and mock examinations.

This is commonly referred to as 'normal way of working'. For candidates with learning difficulties this is typically the background information recorded with Section A of Form 8.

Specialist assessors (as defined in section 7.3.3, page 83) and SENCos should refer to section 7.6.1, page 87, for information on how to confirm 'normal way of working'.

*The only exception to this is where an arrangement is put in place as a consequence of a temporary injury or impairment (see section 8.3, page 89).

4.2.6 As subjects vary, leading to different demands of the candidate, support may be needed in just one or two subjects; another candidate may need support in all their subjects. **The key principle is that the specialist assessor or SENCo can show a history of support and provision within the centre.** The arrangement **is not** suddenly being granted to the candidate at the time of his/her examinations.

4.2.7 **The specialist assessor/SENCo must work with teaching staff, support staff and exams office personnel to ensure that access arrangements are put in place for internal school tests, mock examinations and examinations.**

The candidate **must** have had appropriate opportunities to practise using the access arrangement(s) before his/her first examination, e.g. a computer reader, past awarding body modified enlarged papers or a scribe.

4.2.8 If a candidate has **never** made use of the arrangement granted to him/her, e.g. 25% extra time or supervised rest breaks, then it is **not** his/her normal way of working. **The arrangement should not be awarded for examinations.** (The centre would have monitored the use of the arrangement in internal school tests and mock examinations.)

4.2.9 Centres **must** ensure that in controlled assessment or coursework marked by teachers, credit is given only for skills demonstrated by the candidate working independently. **Access arrangements must not compromise assessment requirements.**

4.2.10 Where a person is appointed to facilitate an access arrangement, i.e.

- a practical assistant
- a prompter
- an Oral Language Modifier
- a reader
- a scribe
- a Sign Language Interpreter

he/she is responsible to the head of centre and must be acceptable to the head of centre.

The person appointed must not normally be the candidate's own subject teacher or a relative, friend or peer of the candidate.

The head of centre must ensure that the person appointed is appropriately trained and understands the rules of the particular access arrangement(s), as detailed in this document.

It is not acceptable for a centre to use a Year 12 or Year 13 candidate to facilitate an access arrangement. The person appointed **must** be a responsible adult.

4.2.11 **Failure to comply with the regulations contained in this document has the potential to constitute malpractice which may impact on the candidate's result(s).**

Failure to comply is defined as:

- putting in place access arrangements that are not approved; **or**
- permitting access arrangements within the centre which are not supported by appropriate evidence.

- 4.2.12 When an access arrangement has been processed on-line and approved, the evidence of need (where required) **must** be made available for inspection by the JCQ Centre Inspection Service. **This must be in hard copy format.** Spreadsheets and e-mail messages **are not** acceptable.

Any appropriate evidence and confirmation of the approval for the respective access arrangement(s) **must** be available for inspection at the venue where the candidate is taking the examination(s). **This must also include a signed Data Protection Notice** (see **Appendix 1, page 98**) or **a signed Privacy Notice** which specifically makes reference to AAO, confirming the candidate's consent to the processing of the access arrangement(s).

The Data Protection Notice may be downloaded from -

<http://www.jcq.org.uk/exams-office/aao-access-arrangements-online/data-protection-notice>

All centres will be inspected by a member of the JCQ Centre Inspection Service. Inspectors will expect to see appropriate documentation to substantiate the use of an access arrangement processed electronically.

If a JCQ centre inspection reveals deficient performance by a centre in respect of its role in requesting and/or implementing access arrangements, an awarding body will take decisive action. Ultimately, an awarding body might have to withdraw approval for a centre. This would be where a centre has clearly failed to comply with its obligations in respect of identifying the need for, requesting and implementing access arrangements.

- 4.2.13 **The documentation available for inspection should be stored by the SENCo.**

Examples – evidence for inspection purposes

A candidate with severe autism which has **a substantial and long term adverse effect** is awarded a reader and a scribe. The centre presents for inspection:

- a centre file note which is supplemented by a written statement from a Speech and Language Therapist; (The **signed and dated** centre file note, written by the SENCo, is produced in line with the guidance on **pages 35 and 48.**)
- the approval sheet from AAO;
- **a signed** data protection notice.

A candidate with specific learning difficulties is awarded 25% extra time. As he has two low average standardised scores (**85-89**) the centre presents for inspection:

- Form 8, **signed and dated**, with Sections A, B and C completed;
- an IEP; (as the candidate has two low average standardised scores the centre is required to paint a more detailed picture of need in addition to Form 8, **see page 25**)
- the approval sheet from AAO;
- **a signed** Privacy Notice which makes specific reference to AAO.

A candidate with a specific learning difficulty is awarded an Oral Language Modifier on account of his **below average reading comprehension score (a standardised score of 72)**. The centre presents for inspection:

- Form 8, **signed and dated**, with Sections A, B and C completed;
- the approval sheet from AAO;
- **a signed** data protection notice.

Chapter 5

Access arrangements available

The access arrangements listed within this chapter apply to the following qualifications:

- Cambridge Nationals
- Cambridge Progression qualifications
- Entry Level qualifications
- Free Standing Mathematics qualifications (FSMQ)
- Functional Skills
- GCE
- GCSE
- Principal Learning

(where permitted by the specification).

The principle will be the same across all qualification types: access arrangements must not be allowed to interfere with the integrity of the assessment or to give credit for skills, knowledge and understanding which cannot be demonstrated by the candidate.

Appendix 2, pages 99-101, details the permitted access arrangements for Functional Skills qualifications.

Centres should bear in mind that they will have duties towards disabled candidates, including a duty to make reasonable adjustments to the service they provide to candidates.

The responsibility of an awarding body is principally one of making reasonable adjustments for a candidate defined as disabled within the meaning of the Equality Act 2010. (See page 4 for the Equality Act 2010 definition of disability).

A reasonable adjustment required by a candidate who is disabled within the meaning of the Equality Act 2010 will usually be an access arrangement for the assessment in question, as listed in Chapters 5 and 6 of this document.

However, some disabled candidates will have needs that require other arrangements which are not listed in this document. Centres should apply for a reasonable adjustment in the same way as they would for an access arrangement.

N.B. Where reference is made to a specialist assessment “no earlier than the start of Year 9”, for candidates in Northern Ireland this would be Year 10.

5.1 Supervised rest breaks*

***There is not a requirement to process an application using *Access arrangements online* or to record the use of the arrangement. No evidence is needed to support the arrangement.**

Supervised rest breaks must always be considered before making an application for extra time.

- 5.1.1 **Centres are allowed to provide a supervised rest break to a candidate where it is his/her normal way of working within the centre.**

The centre must be satisfied that the candidate has an impairment which has a substantial and long term adverse effect, giving rise to persistent and significant difficulties. (The candidate is disabled within the meaning of the Equality Act.)

A centre must be satisfied that there is a genuine need for the arrangement on account of:

- behavioural, emotional and social difficulties;
- cognition and learning needs;
- communication and interaction needs;
- a medical condition;
- a physical disability;
- a psychological condition; or
- a sensory impairment.

In most cases the condition or difficulty will be known to the school or college in advance of the candidate's examination(s).

- 5.1.2 **Supervised rest breaks, for example, might be considered appropriate for candidates with the following diagnosed conditions:**

- ADHD (Attention Deficit Hyperactivity Disorder);
- Hyper-mobility;
- Oppositional Defiance Disorder (ODD)/Conduct Disorder.

This list is not exhaustive.

- 5.1.3 The timing of the examination should be paused and re-started when the candidate is ready to continue.

During the supervised rest break the candidate must not have access to the question paper/answer booklet.

If the candidate needs to leave the examination room, an invigilator **must** accompany the candidate.

There is no maximum time set for supervised rest breaks. The decision must be made by the SENCo based on their knowledge of the candidate's needs and the candidate's normal way of working when placed under timed conditions. The duration of the supervised rest break should be determined by the SENCo before the start of the examination series.

- 5.1.4 There will be some constraints on timing if the candidate has more than one examination to take each day. **The supervised rest break is not included in any extra time allowance.**

Centres must seek medical advice in cases of serious illness on whether the candidate is fit to take the examination.

5.2 25% extra time

(Extra time must not be confused with supervised rest breaks – see page 21).

Where a candidate additionally requires a reader, a scribe or an Oral Language Modifier you must refer to sections 5.5.7, 5.7.9 and 5.11.9, pages 38, 51 and 60.

Processing applications

- 5.2.1 For GCSE and GCE qualifications an application for 25% extra time **must** be submitted using *Access arrangements online* prior to the candidate's first examination. For other qualification types, please see **Chapter 8**.

Where candidates have access needs other than learning difficulties, please see section 5.2.3, page 26.

Extra time will not be allowed if a candidate's literacy difficulties are primarily caused by English, BSL, Irish, ISL or Welsh not being his/her first language.

Learning difficulties – core evidence required

- 5.2.2 In order to award 25% extra time the centre **must** assess the needs of the candidate based on one of the following documents:
- a Statement of Special Educational Needs relating to secondary education, or an Education, Health and Care Plan, which confirms the candidate's disability (see pages 23 and 26); or
 - an assessment carried out no earlier than the start of Year 9 by a specialist assessor confirming a learning difficulty relating to secondary/further education.

Substantial impairment

So as not to give an unfair advantage, the specialist assessor's report **must** also confirm that the candidate has:

at least one below average standardised score of 84 or less which relates to an assessment of:

- speed of reading; or
- speed of reading comprehension; or
- speed of writing; or
- cognitive processing measures which have a substantial and long term adverse effect on speed of working (see sections 7.5.11, and 7.5.12, page 86).

Exceptional circumstances

In exceptional circumstances 25% extra time may be awarded to a candidate where the assessment confirms that the candidate has **at least two low average standardised scores (85-89) relating to speed of processing (as above)**.

Rare and very exceptional circumstances

Where there are no scores of 89 or less, **in rare and very exceptional circumstances** 25% extra time may be awarded.

This would be where a candidate has been diagnosed as having **a significant learning difficulty or disability which has a clear, measurable and substantial long term adverse effect on performance and speed of working**.

(The candidate **must** meet the criteria as detailed on page 25.)

25% extra time

In all cases, in addition to the core evidence on page 22, the centre must paint a picture of the candidate's normal way of working, clearly demonstrating the need for 25% extra time. Extra time of 25% must not be awarded only for examinations and controlled assessments.

(A definition of normal way of working is provided within section 4.2.5, page 17.)

The amount of evidence required to paint a picture of need will vary according to the candidate's standardised scores (see pages 24 and 25). Where a centre awards 25% extra time as a consequence of exceptional circumstances (as per page 22) this must be supported by an increasing weight of evidence which demonstrates the candidate's difficulties (see page 25).

The documentation presented for inspection purposes must show a compelling case for 25% extra time (as opposed to other access arrangements) with a clear and detailed picture of current need.

Statements of special educational needs or Education, Health and Care Plans

Where a candidate has a statement of special educational needs relating to secondary education, or an Education, Health and Care Plan, the centre must embellish the documentation with a picture of need (as per page 26).

Where a candidate progresses from GCSE to GCE qualifications

When a candidate progresses from GCSE to GCE examinations a re-submission of the application for 25% extra time must be processed online.

The candidate must continue to meet the published criteria for 25% extra time (see pages 22, 24 and 25). A specialist assessment conducted no earlier than the start of Year 9 recommending 25% extra time for GCSE examinations will be valid for GCE AS and A2 examinations.

So as not to give an unfair advantage, the SENCo must have available evidence which clearly shows that extra time is still needed for GCE AS and A2 examinations:

- ❖ provide relevant information/evidence of the nature and extent of the disability or difficulty; i.e. the candidate continues to have an impairment which has a **substantial and long term adverse effect on his/her speed of working**; (The candidate is disabled within the meaning of the Equality Act 2010.)
- ❖ confirm that the candidate continues to have persistent and significant difficulties when accessing and processing information;
- ❖ show evidence of how the disability/difficulty has impacted on teaching and learning in the classroom;
- ❖ show the involvement of teaching staff in determining the need for 25% extra time for GCE AS/A2 examinations;
- ❖ confirm that without the application of 25% extra time the candidate would continue to be at a substantial disadvantage when taking GCE AS/A2 examinations; (the candidate would be at a substantial disadvantage when compared with other, non-disabled candidates undertaking the assessment.)
- ❖ confirm that 25% extra time continues to be the candidate's normal way of working within the centre **as a direct consequence of their disability**.

Evidence from specialist assessor

The vast majority of candidates awarded 25% extra time will have an assessment of speed of processing showing at least one standardised score of 84 or less.

Rare and exceptional cases may however exist.



At least one standardised score of 84 or less

Where a candidate has at least one standardised score of 84 or less the centre only needs to demonstrate normal way of working within the centre through Section A of Form 8. SENCos should refer to section 7.6.1, page 87.

Rare and exceptional cases

However, for those rare and exceptional cases which fall outside the standard category, the additional supplementary evidence will increase depending on the candidate's standardised scores on tests of speed.

Where a candidate has scores which are not 84 or less the centre must present for inspection purposes a more substantial and comprehensive body of evidence.

Page 25 shows the balance of requirements between core evidence (the quantitative data from the specialist assessor's report) and supplementary evidence (painting the picture of need).

Centres are reminded that if a candidate does not qualify for 25% extra time, he/she may qualify for other access arrangements which the centre should consider.

Pictorial representation of the evidence requirements for candidates with learning difficulties requiring 25% extra time, showing the balance of requirements between core and supplementary evidence

Core evidence – defined as the quantitative data from the specialist assessor’s report.

Proportion of candidates typically awarded 25% extra time with a specialist assessor’s report showing standardised scores on tests of speed:

<p>At least one score of 84 or less</p> <p>The vast majority of candidates with a substantial and long term impairment awarded 25% extra time will fall into this category.</p>	<p>Two or more scores between 85 -89</p> <p><u>A small proportion</u> of candidates will fall into this category.</p>	<p>No scores below 90</p> <p><u>Very few</u> candidates awarded extra time are expected to be in this category.</p>
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Supplementary evidence – painting the picture of need

The amount of evidence required to paint the picture of need will vary according to the candidate’s standardised scores on tests of speed:

<p>At least one score of 84 or less</p> <p>Evidence of normal way of working within the centre</p> <p>(i.e. Section A of Form 8)</p>	<p>Two or more scores between 85-89</p> <p>Evidence of normal way of working within the centre (i.e. Section A of Form 8)</p> <p>& Internal school tests/mock exam papers showing the application of extra time <i>or</i> IEP/ILP making reference to the need for extra time <i>or</i> Comments and observations from teaching staff as to why the candidate needs extra time and how he/she uses the extra time awarded.</p>	<p>No scores below 90</p> <p>Evidence of normal way of working within the centre showing <u>an extensive history of need; and</u></p> <p>Evidence of <u>a clear, measurable and substantial long term adverse effect on performance and speed of working; and</u></p> <p>A formal diagnosis of a significant learning difficulty or disability; <u>and</u></p> <p>A cluster of standardised scores relating to speed of processing <u>just</u> within the average range, - <u>90 to 94.</u></p> <p>To assist centres with these rare and very exceptional cases, the Equality Act 2010 definition of disability is provided on page 4.</p> <p>Specialist assessors are advised to consider in extreme and unusual cases, particularly where the candidate has complex learning needs, whether section 5.2.3, page 26, might apply.</p>
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25% extra time

**Autistic Spectrum Disorder (ASD)
Behavioural, Emotional and Social Needs (BESD)
Sensory and/or Physical Needs (HI, MSI, PD, VI)
Speech, Language and Communication Needs (SLCN)**

Supervised rest breaks must always be considered before making a request for extra time, since they may be more appropriate for candidates with a medical condition, a physical disability or a psychological condition. (See Chapter 5, section 5.1, page 21 for more detail).

5.2.3 Where a candidate has:

- Behavioural, Emotional and Social Developments Needs; or
- Communication and Interaction Needs; or
- Sensory and/or Physical Needs;

which have a substantial and long term adverse effect on the candidate's speed of processing, appropriate evidence of need **must be available at the centre for inspection.**

Substantial impairment – evidence of need

In extreme and unusual cases, particularly where the candidate has complex learning needs, it may not always be possible to assess the candidate's speed of processing by means of a specialist assessment (see section 5.2.2, page 22). However, the centre **must demonstrate that the candidate has an impairment which has a substantial and long term adverse effect on his/her speed of processing.**

So as not to give an unfair advantage, the centre's letter or file note (written by the SENCo) must:

- ❖ provide relevant information/evidence of the nature and extent of the disability or difficulty; i.e. the candidate has **an impairment which has a substantial and long term adverse effect on his/her speed of processing; (the candidate is disabled within the meaning of the Equality Act 2010.)**
- ❖ confirm that the candidate has **persistent and significant difficulties when accessing and processing information;**
- ❖ show evidence of how the disability/difficulty has impacted on teaching and learning in the classroom;
- ❖ show the involvement of teaching staff in determining the need for 25% extra time;
- ❖ confirm that without the application of 25% extra time the candidate would be at a **substantial disadvantage; (the candidate would be at a substantial disadvantage when compared with other, non-disabled candidates undertaking the assessment.)**
- ❖ confirm that 25% extra time is the candidate's normal way of working within the centre **as a direct consequence of their disability.**

The centre's letter or file note is supported with, for example:

- a letter from CAMHS, a clinical psychologist, a hospital consultant, a psychiatrist; **or**
- a letter from the Local Authority Educational Psychology Service, Local Authority Sensory Impairment Service or **Occupational Health Service; or**
- a letter from a Speech and Language Therapist (SaLT); **or**
- a Statement of Special Educational Needs relating to the candidate's secondary education, **or an Education, Health and Care Plan, which confirms the candidate's disability.**

25% extra time

Factors the centre must take into account

- 5.2.4 If the centre arranges for 25% extra time to be made available in examinations for a candidate, it **must** ensure that appropriate invigilation and timetabling arrangements are in place.
- 5.2.5 **Extra time will not be permitted in examinations testing the time in which a skill is performed, such as expressive arts, a musical performance, or a sport, where timing is an explicit part of the assessment objective.**
- 5.2.6 **Candidates may not require extra time for each subject.** As subjects and the methods of assessment vary, so the demands on the candidate will vary.
(See the third example on page 7 and the second example on page 17).

Extra time may not be appropriate in:

- practical examinations; or
- medium level or limited level GCSE controlled assessments where the impairment has a minimal effect on the assessment.

Care **must** be taken within the centre to ensure that candidates (whose normal way of working is to use extra time) are not placed at a disadvantage.

- 5.2.7 For recorded examinations, the centre must request an extra recording from the awarding body, unless they normally receive enough spares.

Where a candidate has an approved application for 25% extra time, advice should always be sought from the relevant awarding body as to how the extra time is to be applied in a Listening examination.

Entry Level qualifications

For Entry Level qualifications – Entry Level Certificate qualifications and Entry Level Functional Skills qualifications, the centre is not required to have each candidate individually assessed by a specialist.

The centre **must** determine the need for 25% extra time on the basis of how the candidate normally works in the classroom.

5.3 Extra time of up to 50%

There must be a strong justification as to why more than 25% extra time is required.
Extra time of up to 50% is an exceptional arrangement.

Where a candidate with learning difficulties is using a computer reader, a reader and/or a scribe in order to remove a substantial barrier to assessment, it would not normally be appropriate to grant more than 25% extra time.
Similarly, where a candidate with learning difficulties is using a word processor in order to remove a substantial barrier to assessment, it would not normally be appropriate to grant more than 25% extra time.

Processing applications

- 5.3.1 For GCSE and GCE qualifications, an application for extra time of up to 50% **must** be submitted using *Access arrangements online* prior to the candidate's first examination.

N.B. When processing applications *Access arrangements online* will not accept the '%' symbol, e.g. 50%. The percentage symbol (%) must not be input into the on-line system. You must simply type in 50.

***Access arrangements online* will automatically reject applications for extra time of up to 50%. However, the centre will be able to refer the application to the relevant awarding body.**

- 5.3.2 An application for extra time of up to 50% **must only** be processed in the following **exceptional circumstances**:

- A candidate working independently with a learning difficulty which has **a very substantial and long term adverse effect on speed of working**.

Learning Difficulties

Very substantial impairment - evidence of need

Results must be given as a standardised score.

So as not to give an unfair advantage, only a **very substantially below average standardised score of 69 or less is acceptable**.

The **very substantially below average standardised score must** relate to:

- speed of reading; **or**
- speed of reading comprehension; **or**
- speed of writing; **or**
- cognitive processing measures.

The candidate will have been assessed by a specialist who will have conducted an appropriate up to date test within 26 months of the final examination (see section 7.5, pages 85-86).

A physical, a sensory or multi-sensory impairment

Very substantial impairment – evidence of need

- **A candidate who has a physical, a sensory or multi-sensory impairment that very substantially hinders his/her speed of processing.**

Candidates with a **very substantial physical, sensory or multi-sensory impairment** will require extra time of up to 50% to complete an examination. The extra time might be needed for various reasons.

For example, it could take a candidate with a **very substantial multi-sensory impairment** longer to read and process text and to find their way round a modified enlarged paper.

Where a candidate is proficient in reading a Braille paper it would normally be appropriate to award no more than 50% extra time.

Where a candidate is proficient in using a modified enlarged paper, whether with a reader and/or a scribe, it would normally be appropriate to award no more than 50% extra time. (See the example on page 32).

Centres must have clear evidence that extra time of up to 50% is needed. So as not to give an unfair advantage, the SENCo must:

- ❖ provide relevant information/evidence of the nature and extent of the disability or difficulty; i.e. the candidate has **an impairment** which has a **very substantial and long term adverse effect on his/her speed of processing**;
(The candidate **is** disabled within the meaning of the Equality Act 2010.)
- ❖ confirm that the candidate has **very persistent and significant difficulties when accessing and processing information**;
- ❖ show evidence of how the disability/difficulty has **substantially** impacted on teaching and learning in the classroom;
- ❖ show the involvement of teaching staff in determining the need for extra time of up to 50%;
- ❖ provide evidence of how the amount of extra time required has been determined;
- ❖ confirm that without the application of extra time of up to 50% the candidate would be at **a very substantial disadvantage**.
(The candidate would be at a very substantial disadvantage when compared with other, non-disabled candidates undertaking the assessment.)
- ❖ confirm that extra time of up to 50% is the candidate's normal way of working within the centre **as a direct consequence of their disability**.

The centre's detailed information, as above, should be supported with, for example:

- a letter from a hospital consultant; **or**
- a letter from the Local Authority Sensory Impairment Service; **or**
- **a letter from the Occupational Health Service**; **or**
- a letter from a Speech and Language Therapist (SaLT); **or**
- a Statement of Special Educational Needs relating to the candidate's secondary education, **or an Education, Health and Care Plan**, **which confirms the candidate's disability**.

5.4 Extra time of over 50%

- 5.4.1 **In very exceptional circumstances**, a candidate may require more than 50% extra time in order to manage a **very substantial impairment**.

Access arrangements online will automatically reject applications for extra time of over 50%. However, the centre will be able to refer the application to the relevant awarding body.

Detailed information **must** be provided to the relevant awarding body, indicating the **very substantial** nature of the candidate's impairment and why 50% extra time is insufficient.

The centre **must** indicate:

- the maximum amount of extra time required, e.g. 75%;
- how the amount of required extra time has been determined;
- whether the candidate will be working independently with Braille or modified enlarged papers;
- whether the candidate will be using a computer reader/reader and/or a scribe; **and**
- the candidate's normal way of working within the centre.

The amount of extra time requested must be both reasonable and appropriate to the candidate's needs.

Centres should note that extra time of over 100% is likely to be counter-productive in terms of fatigue. Other access arrangements, particularly supervised rest breaks, should be identified to make this arrangement unnecessary.

Examples - extra time (learning difficulties)

A candidate not awarded extra time

- A Year 11 GCSE student has a specialist assessment which identifies that his underlying cognitive abilities fall in the upper range, with a score of **125**. His literacy skills are within the average range and his processing ability scores are in the range of **94-96**. There is no evidence that he requires extra time in light of his performance in the classroom, in internal school tests and in his GCSE English Language examination sat in Year 10. **An application for extra time is not pursued as he does not meet the published criteria.**

A candidate with no previous history of need

- An A-level Year 12 student has recently been identified as having a specific learning difficulty, with processing speeds in the below average range, (**standardised scores of 80 and 83**). The specialist assessor recommends 25% extra time. The school is however lacking evidence of normal way of working. Given the need for extra time has not previously been recognised, the school elects to trial and monitor the award of extra time and records its impact and use. This monitoring period begins at the start of the course, during the Autumn Term, and thus by March a history of need and evidence of normal way of working has been established. The school, having collected this data through the monitoring period, is able to paint a picture of need and together with the two below average standardised scores processes an on-line application for 25% extra time by 21 March.

Using evidence of working memory difficulties

- A GCSE student has a specialist assessment which confirms the presence of a weak, below average working memory (**a standardised score of 77**). Her teachers observe she is slow at gathering her thoughts and putting them down onto paper, especially under the timed conditions of an examination. They confirm she regularly needs verbal instructions repeated and that she requires extra time to compose her thoughts and respond to questions. Class test papers additionally show that the quality and quantity of her written answers improves significantly with the allowance of extra time. The centre processes an on-line application for 25% extra time on the basis of her below average working memory and the substantial picture of need.

Re-assessment in Year 12

- An A-level student was found to have learning difficulties in Year 9. When re-assessed on entry to the Sixth Form his reading accuracy and comprehension skills are well within the average range. His writing speed has never posed a difficulty but he has previously received extra time in exams requiring extended reading. The new assessment does not indicate below average speeds of working, but they fall into the low average range (i.e. 85-89), with some measures falling just within the average range. His reading speed using continuous texts is measured with a standardised score of **89**, his single word reading speed is **86**, his phonological processing speed is **91** and his score for working memory is **92**. The school considers his history of need. He has consistently used his extra time in exams requiring extended reading and extension times are allowed for reading in class. In addition, the specialist assessor is aware that for this candidate the difficulties are exacerbated when working under the pressure of examination conditions. Having painted this picture of need from specialist assessment data and normal way of working, the school processes an on-line application for 25% extra time.

A candidate with specific learning difficulties

- An A-level student has a long established diagnosis of a specific learning difficulty. She has been awarded extra time throughout her schooling to date (National Curriculum Tests and GCSE examinations). When entering the Sixth Form for her A-level studies a specialist assessor reported that her difficulties remain. The candidate's standardised scores generally fall just within the average range in tests of reading comprehension (92), reading speed (94), working memory (89) and rapid naming skills (91). **These scores compare to underlying cognitive abilities which fall into the upper range with a score of 130.** The school is able to paint a clear picture of need with substantial evidence of a significant improvement in quality of performance in mock exams and classroom activities when extra time is allowed - in measures of reading comprehension, writing coherence, quality of ideas and information content.

The school decides to process an on-line application for 25% extra time. This is based on the weight of evidence from the specialist's report, her normal way of working, the history of need and the fact that she is following A-level courses in English Literature, History and Psychology, all of which require extended reading and writing at both AS and A2.

Candidates who would prefer 25% extra time to a reader and/or a scribe

- Some candidates who have a reading accuracy, reading comprehension or reading speed score in the below average range (i.e. a standardised score of 84 or less) may prefer not to have a reader as this allows them to maintain their independence. Sometimes having extra time to read can help a candidate to process their own reading so that they understand what is required of them.

The same may be the case for a weak speller (with a standardised spelling score in the below average range – a standardised score of 84 or less) who uses extra time to check their spellings and ensures they are easily identified by the examiner. In cases such as these, where a below average standardised score exists and there is evidence that the candidate does benefit from extra time, a file note should be in place explaining why the decision to award extra time, rather than a reader and/or a scribe, has been made. **This alternative arrangement must only be at the request of the candidate, made without pressure applied, and with a full explanation that a reader or scribe, as appropriate, remains available to them.** Centres are advised to allow candidates to practise using both arrangements. The candidate can then make an informed choice and the centre should seek their written agreement to the alternative being made.

Example - extra time (sensory impairment)

- A blind candidate is using Braille papers. There is a great deal of text to read in GCSE History and there are many diagrams and tables in GCSE Science. The centre processes an application for **a practical assistant in written examinations, a reader** (in order to assist the candidate in examinations involving diagrams, graphs and tables) **and 50% extra time.** The application is automatically rejected by the on-line system. The centre refers the application on-line to the relevant awarding bodies.

5.5 Computer reader/Reader

Processing applications

- 5.5.1 For GCSE and GCE qualifications, an application for a computer reader or a reader **must** be submitted using *Access arrangements online* prior to the candidate's first examination, with appropriate evidence of need held on file.

For other qualification types, please see **Chapter 8**.

A computer reader or a reader will not be allowed if a candidate's literacy difficulties are primarily caused by English, BSL, Irish, ISL, or Welsh not being his/her first language.

In papers which predominately consist of written text a computer reader should always be considered. A computer reader will allow the candidate to work independently and will be a better preparation for Further and/or Higher Education, and the workplace.

A computer reader

- 5.5.2 **Computer software which accurately reads out text, (including synthetic speech software stored on a memory stick) but does not decode or interpret the paper, may be used as a computer reader.**

A computer reader will be allowed in papers (or sections of papers) testing reading.

In cases where a computer reader is unable to recognise and thus read an individual word, a reader may read out the particular word to the candidate.

Where an application for a computer reader is approved, the centre is permitted to open the question paper packet **one hour before the published starting time for the examination. This is only and specifically to allow the centre to scan the hard copy question paper into an accessible electronic format. Any infringement has the potential to constitute malpractice.**

Alternatively, where an application for a computer reader is approved, **it is strongly recommended** that the centre orders a **non-interactive electronic question paper** (see section 6.7, page 80).

A reader

- 5.5.3 **A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate.** This may involve reading the whole paper to the candidate or the candidate may request only some words to be read. (See the rules – the use of a reader, page 39).

- 5.5.4 A reader is not a practical assistant, a prompter, a scribe or a Sign Language Interpreter. The same person may act as a practical assistant, a prompter, a reader, a scribe and/or a Sign Language Interpreter as long as permission has been given for these arrangements. **The regulations for the use of each arrangement must be strictly adhered to.**

Computer reader/Reader

Types of disability or access needs

Autistic Spectrum Disorder (ASD)

Behavioural, Emotional and Social Difficulties (BESD)

Learning Difficulties

Sensory and/or Physical Needs (HI, MSI, PD, VI)

Speech, Language and Communication Needs (SLCN)

So as not to give an unfair advantage, a computer reader or a reader will only be allowed if a candidate has:

- language and vocabulary difficulties which have a **substantial and long term adverse effect on his/her ability to access written text**; or
- a **substantial and long term visual impairment and cannot read a Braille paper or a modified enlarged paper independently, or at a sufficient speed even with extra time allowed.**

The use of a computer reader or a reader must reflect the candidate's normal way of working within the centre in light of their substantial and long term impairment.

In extreme and unusual cases, particularly where the candidate has complex learning needs, it may not always be possible to assess the candidate's reading accuracy or reading comprehension or reading speed by means of a specialist assessment (see the third example on page 40 and section 7.5.9, page 85).

However, the centre **must** demonstrate that the candidate has **an impairment** which has a **substantial and long term adverse effect** on his/her reading.

Where a candidate has a substantial and long term visual impairment, it is not necessary to assess the candidate's reading accuracy or reading comprehension or reading speed by means of a specialist assessment, as per section 7.5.9, page 85.

Computer reader/Reader

Substantial impairment – evidence of need

Appropriate evidence of need must be available at the centre for inspection.

For other qualification types please see **Chapter 8**.

Centres must have clear evidence that a computer reader or reader is needed. So as not to give an unfair advantage, the centre's letter or file note (written by the SENCo) must:

- ❖ provide relevant information/evidence of the nature and extent of the disability or difficulty; i.e. the candidate has **an impairment** which has **a substantial and long term adverse effect on his/her ability to read;**
(The candidate **is** disabled within the meaning of the Equality Act 2010.)
- ❖ confirm that the candidate has **persistent and significant difficulties in accessing written text;**
- ❖ show evidence of how the disability/difficulty has impacted on teaching and learning in the classroom;
- ❖ show the involvement of teaching staff in determining the need for a computer reader or reader;
- ❖ confirm that without the application of a computer reader or reader the candidate would be at **a substantial disadvantage;**
(For example, in cases of severe autism or where the candidate has Behavioural, Emotional and Social Difficulties, the removal of a reader where it has come to reflect the candidate's normal way of working within the centre could lead to a severe adverse reaction.)
The candidate would be at a substantial disadvantage when compared with other, non-disabled candidates undertaking the assessment.
- ❖ confirm that a computer reader or reader is the candidate's normal way of working within the centre **as a direct consequence of their disability.**

The centre's letter or file note is supported with, for example:

- a letter from CAMHS or a clinical psychologist or a psychiatrist; **or**
- a letter from a hospital consultant; **or**
- a letter from the Local Authority Educational Psychology Service; **or**
- a letter from the Local Authority Sensory Impairment Service; **or**
- **a letter from the Occupational Health Service;** **or**
- a letter from a Speech and Language Therapist (SaLT); **or**
- a specialist assessment **no earlier than the start of Year 9** (Section C of Form 8 or a centre devised equivalent) showing **a below average standardised score of 84 or less in relation to reading accuracy or reading comprehension or reading speed.**
(See Chapter 7, section 7.5.9. page 85 for more detail); **or**
- **a Statement of Special Educational Needs relating to the candidate's secondary education, or an Education, Health and Care Plan, which confirms the candidate's disability.**

N.B. Where a specialist assessment has been undertaken, *Access arrangements online* will not accept '<85'. The symbol '<' must never be input onto the on-line system. If a specialist has written '<85' you should type in 84. The specialist assessor should however, be providing a specific standardised score.

Only a standardised score of 84 or less in relation to reading accuracy or reading comprehension or reading speed is acceptable where a candidate has learning difficulties.

Centres whose candidates do not meet the criteria for a computer reader or a reader may wish to consider alternative access arrangements such as **25% extra time**, (see **Chapter 5, section 5.2, page 22**), **Read Aloud** or **Modified papers**.

Reading aloud sometimes helps a candidate to spot their own mistakes and improves their comprehension of written text (see **Chapter 5, section 5.6, page 44**).

The use of an examination reading pen might support a candidate's reading accuracy (see **Chapter 5, section 5.6, page 44**).

An A3 unmodified enlarged examination paper (see **Chapter 6, section 6.5, page 78**) may help some candidates.

An examination paper with the carrier language made more accessible may be of benefit (see **Chapter 6, section 6.6, page 79**).

The use of a coloured overlay may support a candidate's reading (see **Chapter 5, section 5.16, page 71**).

Entry Level qualifications

For Entry Level qualifications – Entry Level Certificate qualifications and Entry Level Functional Skills qualifications, the centre is not required to have each candidate individually assessed by a specialist. The centre **must** determine the need for a computer reader or a reader on the basis of how the candidate normally works in the classroom.

In Entry Level English a reader is not permitted in the Reading component.

A computer reader (assistive technology) may be used in the Reading component of Entry Level English where its use reflects the candidate's normal way of working within the centre.

A candidate who would normally be eligible for a reader, but is not permitted this arrangement, may be granted up to a maximum of 50% extra time.

Where a candidate progresses from GCSE to GCE qualifications

When a candidate progresses from GCSE to GCE examinations a re-submission of the application for a computer reader or a reader must be processed online.

The candidate must continue to meet the published criteria for a computer reader or reader as per page 35. A specialist assessment conducted no earlier than the start of Year 9 recommending a computer reader or a reader for GCSE examinations will be valid for GCE AS and A2 examinations.

So as not to give an unfair advantage, the SENCo must have available evidence which clearly shows that a computer reader or reader is still needed for GCE AS and A2 examinations:

- ❖ provide relevant information/evidence of the nature and extent of the disability or difficulty; i.e. the candidate **continues to have an impairment** which has a **substantial and long term adverse effect on his/her ability to read.**
(The candidate **is** disabled within the meaning of the Equality Act 2010.)
- ❖ confirm that the candidate **continues to have persistent and significant difficulties in accessing written text;**
- ❖ show evidence of how the disability/difficulty has impacted on teaching and learning in the classroom;
- ❖ show the involvement of teaching staff in determining the need for a computer reader or reader for GCE AS/A2 examinations;
- ❖ confirm that without the application of a computer reader or reader the candidate would **continue to be at a substantial disadvantage** when taking GCE AS/A2 examinations.
(The candidate would be at a substantial disadvantage when compared with other, non-disabled candidates undertaking the assessment.)
- ❖ confirm that a computer reader or reader **continues** to be the candidate's normal way of working within the centre **as a direct consequence of their disability.**

Computer reader/Reader

Papers (or sections of papers) testing reading

- 5.5.5 **A computer reader will be allowed in papers (or sections of papers) testing reading.**

A computer reader and a reader do not interpret text in the same way. A reader can add a layer of vocal interpretation (nuance and meaning). This could affect a candidate's response and therefore compromise the reliability of the qualification. A computer reader is an acceptable arrangement since it allows the candidate to independently meet the requirements of the reading standards.

(See page 41 on the permitted use of computer readers in GCSE and GCE qualifications).

- 5.5.6 **A reader will not be allowed to read questions or text in papers (or sections of papers) testing reading.**

A candidate who would normally be eligible for a reader but is not permitted this arrangement in a paper (or a section of a paper) testing reading may be granted up to a maximum of 50% extra time.

An approved application for a reader will allow the centre to grant the candidate up to a maximum of 50% extra time in a paper (or a section of a paper) testing reading.

Factors the centre must take into account

- 5.5.7 **An approved application for a reader will allow the centre to grant the candidate 25% extra time. There is not a requirement to process a separate application for 25% extra time. However, where a candidate is granted a reader there is not an automatic entitlement to 25% extra time.** The centre **must** show the need for 25% extra time, for example through Section A of Form 8 or a centre devised equivalent of the form.

Candidates within the autistic spectrum, with a hearing impairment and those with Speech, Language and Communication Needs may have **persistent and significant difficulties** in following a reader. A reader alone may not be sufficient in removing barriers to assessment as language and vocabulary difficulties will often have a **substantial and long term adverse effect on the candidate's speed of working.**

(See the sixth example on page 7).

- 5.5.8 The centre is responsible for ensuring that the candidate and reader cannot be overheard by, or distract, other candidates. (This will also apply if the candidate uses a computer reader.)
If the candidate and reader are accommodated separately, on a one to one basis, the invigilator may additionally act as the reader.

- 5.5.9 Readers may work with more than one candidate, but **must not** read the paper to a group of candidates at the same time, as this imposes the timing of the paper on the candidates.

Where candidates require only occasional words or phrases to be read, **three or four candidates may share one reader.** The candidate will need to put their hand up or use a card (see the sixth example on page 7) when he/she needs help with reading. If the group is accommodated separately a **separate invigilator will be required.**

Each candidate in the group must still meet the full criteria for a reader, as noted on pages 34, 36 and 37.

The rules – the use of a reader

- **may** enable a visually impaired candidate to identify diagrams, graphs and tables but **must not** give factual information nor offer any suggestions, other than that information which would be available on the paper for sighted candidates;
- **may** read numbers printed in figures as words (e.g. 356 would be read as three hundred and fifty six, but when reading the number it should also be pointed to on the question paper). An exception would be when the question is asking for a number to be written in words (e.g. write the number 3675 in words);
- **may** read back, when requested, what the candidate has written;
- **may**, if requested, give the spelling of a word which appears on the paper but otherwise spellings **must not** be given;
- **must** read accurately;
- **must** only **read** the instructions of the question paper(s) and questions, and **must not** explain or clarify;
- **must** only repeat the instructions of the question paper or questions when a candidate indicates a specific need for help;
- **must only read the instructions/rubric of a paper testing reading and must not read individual questions or text**;
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must not** advise the candidate regarding which questions to do, when to move on to the next question, nor the order in which questions should be answered;
- **must not decode any symbols and unit abbreviations**, e.g. 2^2 should not be read as two squared, but the function simply pointed to by the reader. Part of the assessment is recognising what the superscript 2 means. Similarly, if the symbol $>$ is printed, it should not be read as 'greater than' but simply pointed to by the reader.

A suggested memory aid for a reader can be found at Appendix 3, page 102

Remember

For Entry Level qualifications where a reader is used, **Form 13 must** be printed from the JCQ website – <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

Form 13 must be securely attached to the candidate's script.

Examples – Computer readers and Readers

- A candidate on the autistic spectrum with **substantial and long term reading difficulties** is granted the use of a reader. She hears the words read out by the reader but cannot understand the question. She asks the reader to explain. The reader reads the question again but cannot offer any explanation. **A reader is only permitted to read the text and not to explain it.** An Oral Language Modifier might be a more appropriate arrangement for her.
- A candidate with **a substantial and long term visual impairment** requests an A3 modified 24 point bold paper, which his centre orders. As his condition is a deteriorating one, he has gradually become accustomed to using a tablet with computer reading software (a computer reader). His centre processes an application for a computer reader which is approved by *Access arrangements online*. He is allowed a computer reader in his examinations, including those testing reading.
- A candidate has had a severe hearing loss since birth and related language delay. This is partly shown by **persistent and significant difficulties** in understanding complex language. His reading age has consistently been below that of his hearing peers. He is thus at **a substantial disadvantage**. He has regular support with reading in class and teaching resources are modified by a Communication Support Worker. He also has behavioural difficulties at school. Due to the history of his reading difficulties caused by his deafness, and his behavioural difficulties which make a standardised test difficult to administer, he is allowed a reader in all examinations except those testing reading. The use of a reader will remove his **substantial disadvantage**. (A computer reader is not appropriate to his needs because he relies on lip-reading.)
- A candidate with dyslexia achieves **a below average standardised score of 84** following a thorough test of sentence and text level comprehension. She is allowed a reader in her examinations, except those testing reading.
- A candidate with Speech, Language and Communication Needs has a complex language disorder. He has **persistent and significant difficulties** with sentence recall. This will have **a substantial and adverse impact** on the speed at which he can process spoken information. He is allowed a reader due to his **below average reading comprehension score (a standardised score of 73)**. The candidate also needs 25% extra time in order to allow for repetition by the reader.
- A candidate has achieved average scores on single word reading accuracy but her speed of reading is in **the below average range (a standardised score of 82)**. She is allowed a laptop with computer reading software (a computer reader) in all subjects, including those testing reading, as this has reflected her normal way of working within the centre since Year 9.
- A blind candidate in GCE AS Mathematics examinations requires a combination of access arrangements. His centre orders **a Braille paper and tactile diagrams**. An application for **a practical assistant in written examinations, a reader and a scribe** is subsequently approved by the awarding body having been automatically rejected by the on-line system. The reader will enable the candidate to identify diagrams correctly. The practical assistant will guide the candidate's hand under instruction to the tactile graphs. The scribe will draw a straight line between the points the candidate has plotted independently on the tactile graphs. The same person will act as a reader, a scribe and a practical assistant.
- A candidate is studying for three A-levels (Biology, Chemistry and Physics). He has **complex learning needs** – ASD, Dyslexia and Dyspraxia. The candidate has a Statement of Special Educational Needs and has received classroom support since Year 7. His normal way of working is a reader and 25% extra time (since he has **persistent and significant difficulties** in following the reader as a consequence of **substantial language and vocabulary difficulties**). The centre processes an application for a reader since without the arrangement the candidate would be at **a substantial disadvantage** - removing the reader might cause a severe adverse reaction. The centre is able to paint a substantial and compelling picture of need for a reader and 25% extra time.

Permissions table for the use of readers and computer readers in GCSE, GCE and Functional Skills qualifications

Qualification criteria	Current position		Rationale for current position
	Candidate must read for him/herself	Reader allowed	
A level English Language	No	Yes	For A level English Language, 'reading' is essentially a requirement to understand the text. A reader or a computer reader would be permitted for assessment of reading in this subject. Use of Braille is also permitted.
A level English Literature	No	Yes	Assessing response to literature and texts rather than reading, so a reader or a computer reader would be permitted.
A level English Language and Literature	No	Yes	The same position holds as for A level English Language and A level English Literature, i.e. a reader or a computer reader is permitted to support the candidate in understanding the text.
A level Welsh	No	Yes	A level Welsh is a combination of both Welsh Language and Welsh Literature elements. Although reading is a requirement, by this level (in a first language) learners are assumed to have progressed beyond taking meaning off the page from text. A reader or a computer reader would be permitted.
A level Welsh second language	Yes in components that assess reading	Yes except in components that assess reading	A level Welsh second language assessment objectives show that learners must actually 'read' and demonstrate understanding of the written language. This means taking meaning off the page from text or Braille. A reader would not be permitted for components that assess reading. N.B. A candidate may however use a computer reader in components that assess reading. A computer reader allows the candidate to independently meet the requirements of the reading standards.

A level MFL specifications	Yes in MFL Reading papers	Yes except in MFL Reading papers	<p>The assessment objectives show that learners must actually "understand and respond, in speech and writing, to written language" (A02). This means taking meaning off the page from text or Braille. Using a reader to read the English Language rubric is acceptable. However, using a reader to read the respective Modern Foreign Language would not be permitted. This would turn the task into a listening one.</p> <p>N.B. A candidate may however use a computer reader, if available, in a MFL Reading paper. A computer reader allows the candidate to independently meet the requirements of the reading standards.</p>
GCSE English/ GCSE English Language	Yes in the section of a paper that assesses reading	Yes except in the section of a paper that assesses reading	<p>GCSE English assessment objectives show that learners must actually "read" and demonstrate understanding of the written language. This means taking meaning off the page from text or Braille. A reader would not be permitted for components that assess reading.</p> <p>N.B. A candidate may however use a computer reader in the section of the paper that assesses reading. A computer reader allows the candidate to independently meet the requirements of the reading standards.</p>
GCSE English Literature	No	Yes	<p>Reading is not being assessed in GCSE English Literature. A reader or a computer reader would be permitted.</p>
GCSE Welsh first language	Yes in components that assess reading	Yes except in components that assess reading	<p>GCSE Welsh requires learners to read and demonstrate understanding of the written language, taking meaning off the page from text or Braille. A reader would not be permitted for components that assess reading.</p> <p>N.B. A candidate may however use a computer reader in components that assess reading. A computer reader allows the candidate to independently meet the requirements of the reading standards.</p>
GCSE Welsh Literature	No	Yes	<p>In GCSE Welsh Literature candidates are required to extract literary meaning. A reader or a computer reader would be permitted.</p>

GCSE Welsh second language	Yes in components that assess reading	Yes except in components that assess reading	<p>GCSE Welsh second language assessment objectives show that learners must actually 'read' and demonstrate understanding of the written language. This means taking meaning off the page from text or Braille. A reader would not be permitted for components that assess reading.</p> <p>N.B. A candidate may however use a computer reader in components that assess reading. A computer reader allows the candidate to independently meet the requirements of the reading standards.</p>
GCSE MFL specifications	Yes in MFL Reading papers	Yes except in MFL Reading papers	<p>As for A level Modern Foreign Languages, i.e. the assessment objectives show that learners must actually "understand written language" (A03). This means taking meaning off the page from text or Braille. Using a reader would not be permitted as it would turn this task into a listening task.</p> <p>N.B. A candidate may however use a computer reader, if available, in a MFL Reading paper. A computer reader allows the candidate to independently meet the requirements of the reading standards.</p>
Functional Skills English (all levels)	Yes in the Reading Paper (Candidate may use a computer/ screen reader)	Yes except in the Reading Paper (Candidate may use a computer/ screen reader)	<p>Reading within Functional Skills English is defined as the independent decoding and understanding of written language and text in a purposeful context. "Text" is defined as materials that include the use of words that are written, printed, on-screen or presented using Braille.</p> <p>A computer reader may be used in the Reading component of Functional Skills English where its use reflects the candidate's normal way of reading. A computer reader is an acceptable arrangement, since it still allows the candidate to independently meet the requirements of the reading standards.</p> <p>A reader cannot be used to demonstrate the requirements of the standards as this does not meet the requirement for independence. As a last resort, an exemption from the Reading component can be requested for a disabled candidate who cannot use assistive technology.</p>

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Updated by JCQ – April 2012 to reflect the fact that a computer reader may now be used in a paper or a section of a paper testing reading

5.6 Read aloud and/or the use of an examination reading pen*

***There is not a requirement to process an application using *Access arrangements online* or to record the use of the arrangement. No evidence is needed to support the arrangement.**

- 5.6.1 It can make a significant difference to a candidate who **persistently** struggles to understand what they have read, but who does not qualify for a reader, to read aloud. Where a candidate is reading difficult text he/she may work more effectively if they can hear themselves read.
- 5.6.2 **A member of teaching staff must recommend that the candidate needs to read aloud**, based on their knowledge of the candidate and his/her normal way of working in internal school tests and mock examinations.
- 5.6.3 A centre with a candidate who reads aloud to himself/herself **must** be accommodated separately.

Examination reading pen

- 5.6.4 A permitted examination reading pen **will not** have an in-built dictionary or thesaurus, or a data storage facility.

The use of an examination reading pen might benefit those candidates who wish to work independently who do not qualify for a reader.

An examination reading pen may be used in papers (or sections of papers) testing reading.

Example – examination reading pen

A candidate was found to be mildly dyslexic in Year 7. The candidate has always used a reader in internal school tests.

However, upon being assessed at the start of Year 10, his standardised scores are **89** (reading accuracy), **90** (reading comprehension) and **93** (reading speed). He does not meet the published criteria for a reader.

The SENCo trials the use of an examination reading pen which subsequently becomes his **normal way of working within the centre**. It is an effective arrangement, appropriate to his needs.

5.7 Scribe / Voice recognition technology

Processing applications

- 5.7.1 For GCSE and GCE qualifications an application for a scribe or voice recognition technology **must** be submitted using *Access arrangements online* prior to the candidate's first examination, with appropriate evidence of need held on file.

For other qualification types please see **Chapter 8**.

If a word processor (with the spelling and grammar check disabled) is the candidate's normal way of working within the centre, then it should be used in examinations in order to encourage independent working and access to marks awarded for spelling, punctuation and grammar. (See section 5.8, page 54).

A scribe should only be used where a candidate cannot use a word processor with the spelling and grammar check disabled (switched off). The candidate is not competent or confident in using a word processor.

A scribe or voice recognition technology software will not be allowed if a candidate's literacy difficulties are primarily caused by English, Irish or Welsh not being his/her first language.

A scribe

- 5.7.2 A scribe is a responsible adult who, in controlled assessment, coursework and/or in an examination but not in orals, writes down or word processes a candidate's dictated answers to the questions. (See the rules – the use of a scribe, page 52).

If a candidate dictates answers on to a tape, a responsible adult must write down or word process the candidate's dictated answers to the questions.

(A completed scribe cover sheet must be attached to the relevant work.)

Candidates must respond in English, Irish or Welsh as appropriate, so as to meet the assessment of written communication in English, Irish or Welsh.

- 5.7.3 A scribe is not a practical assistant, a prompter or a reader. The same person may act as a practical assistant, a prompter, a reader and/or a scribe as long as permission has been given for these arrangements. **The regulations for the use of each arrangement must be strictly adhered to.**

Scribe / Voice recognition technology

Use of voice recognition technology

5.7.4 Where the centre has approval for the use of a scribe and where it reflects the candidate's normal way of working within the centre, as appropriate to his/her needs, the candidate may alternatively use:

- a word processor with the spelling and grammar check facility enabled; (N.B. This arrangement **will not** be permitted in ELC, GCSE and GCE Modern Foreign Language specifications. †See section 5.7.6, page 50.)
- a word processor with predictive text/spelling and grammar check facility enabled; (N.B. This arrangement **will not** be permitted in ELC, GCSE and GCE Modern Foreign Language specifications. †See section 5.7.6, page 50.)
- voice recognition technology with predictive text when the candidate dictates into a word processor. Software (a screen reader) may be used to read back and correct the candidate's dictated answers; (N.B. This arrangement **will not** be permitted in ELC, GCSE and GCE Modern Foreign Language specifications. †See section 5.7.6, page 50.)
- computer software, producing speech, which is used to dictate to a scribe.

However, the candidate **will not** have access to marks awarded for spelling, punctuation and grammar.

In all cases a scribe cover sheet must be completed and attached to the candidate's completed script and not a word processor cover sheet.

Scribe / Voice recognition technology

Types of disability or access needs

Autistic Spectrum Disorder (ASD)

Behavioural, Emotional and Social Difficulties (BESD)

Learning Difficulties

Sensory and/or Physical Needs (HI, MSI, PD, VI)

Speech, Language and Communication Needs (SLCN)

So as not to give an unfair advantage, a scribe will only be allowed where:

- an impairment has a substantial and long term adverse effect on the candidate's writing; or
- a candidate cannot write, type or Braille independently, or at sufficient speed to record their answers even with extra time allowed, as a result of a substantial and long term impairment.

The use of a scribe must reflect the candidate's normal way of working within the centre in light of their substantial and long term impairment.

N.B. Many candidates who produce inaccurate spellings actually write legibly as they make reasonable phonic approximations of the word in question, which can be read by the examiner. These candidates are unlikely to need the help of a scribe unless they have other substantial and long term writing difficulties.

Scribe / Voice recognition technology

In extreme and unusual cases, particularly where the candidate has complex learning needs, it may not always be possible to assess the candidate's writing skills by means of a specialist assessment (see section 7.5.10, page 86).

However, the centre **must** demonstrate that the candidate has **an impairment which has a substantial and long term adverse effect** on his/her writing.

Where a candidate has a substantial and long term visual impairment, it is not necessary to assess the candidate's writing skills by means of a specialist assessment.

Substantial impairment – evidence of need

Appropriate evidence of need must be available at the centre for inspection.

For other qualification types please see **Chapter 8**.

Centres must have clear evidence that a scribe is needed. So as not to give an unfair advantage, the centre's letter or file note (written by the SENCo) must:

- ❖ provide relevant information/evidence of the nature and extent of the disability or difficulty; i.e. the candidate has **an impairment** which has **a substantial and long term adverse effect on his/her writing**. (The candidate **is** disabled within the meaning of the Equality Act 2010.)
- ❖ confirm that the candidate has **persistent and significant writing difficulties**;
- ❖ show evidence of how the disability/difficulty has impacted on teaching and learning in the classroom;
- ❖ show the involvement of teaching staff in determining the need for a scribe;
- ❖ confirm that without the application of a scribe the candidate would be at **a substantial disadvantage**.
(For example, in cases of severe autism or where the candidate has Behavioural, Emotional and Social Difficulties, the removal of a scribe where it has come to reflect the candidate's normal way of working within the centre could lead to a severe adverse reaction.)
The candidate would be at a substantial disadvantage when compared with other, non-disabled candidates undertaking the assessment.
- ❖ confirm that a scribe is the candidate's normal way of working within the centre **as a direct consequence of their disability**.

The centre's letter or file note is supported with, for example:

- a letter from CAMHS or a clinical psychologist or a psychiatrist; **or**
- a letter from a hospital consultant; **or**
- a letter from the Local Authority Educational Psychology Service; **or**
- a letter from the Local Authority Sensory Impairment Service; **or**
- **a letter from the Occupational Health Service**; **or**
- a letter from a Speech and Language Therapist (SaLT); **or**
- a specialist assessment **no earlier than the start of Year 9** (Section C of Form 8 or a centre devised equivalent) **in relation to the candidate's writing skills**, (see **Chapter 7, section 7.5.10, page 86 for more detail**); **or**
- **a Statement of Special Educational Needs relating to the candidate's secondary education, or an Education, Health and Care Plan, which confirms the candidate's disability**.

Scribe / Voice recognition technology

Where a candidate progresses from GCSE to GCE qualifications

When a candidate progresses from GCSE to GCE examinations a re-submission of the application for a scribe **must** be processed online.

The candidate **must** continue to meet the published criteria for a scribe as per page 48. A specialist assessment conducted **no earlier than the start of Year 9** recommending a scribe for GCSE examinations will be valid for GCE AS and A2 examinations.

So as not to give an unfair advantage, the SENCo must have available evidence which clearly shows that a scribe is still needed for GCE AS and A2 examinations:

- ❖ provide relevant information/evidence of the nature and extent of the disability or difficulty; i.e. the candidate **continues to have an impairment** which has a **substantial and long term adverse effect on his/her writing.**
(The candidate **is** disabled within the meaning of the Equality Act 2010.)
- ❖ confirm that the candidate **continues to have persistent and significant writing difficulties**;
- ❖ show evidence of how the disability/difficulty has impacted on teaching and learning in the classroom;
- ❖ show the involvement of teaching staff in determining the need for a scribe for GCE AS/A2 examinations;
- ❖ confirm that without the application of a scribe the candidate would **continue to be at a substantial disadvantage** when taking GCE AS/A2 examinations.
(The candidate would be at a substantial disadvantage when compared with other, non-disabled candidates undertaking the assessment.)
- ❖ confirm that a scribe **continues** to be the candidate's normal way of working within the centre **as a direct consequence of their disability.**

Use of a scribe - Modern Foreign Language papers

- 5.7.5 **A scribe will not be allowed in Modern Foreign Language papers, unless the candidate can dictate foreign words letter by letter - see section 5.7.6).**

A candidate who would normally be eligible for a scribe, but is not permitted this arrangement may be granted up to a maximum of 50% extra time.

The candidate's dictation may be taped. This will help the candidate to get the flow of the respective Modern Foreign Language. When the candidate has finished dictating his/her response the tape may be re-run, enabling the candidate to give the exact spellings of the words dictated.

An approved application for a scribe will allow the centre to grant up to a maximum of 50% extra time in Modern Foreign Language papers.

- 5.7.6 In **Modern Foreign Language Writing papers** candidates are marked for the quality of their language which not only covers the range and complexity of the language, but also the accuracy of their language and spelling. **It is therefore essential for the words to be spelled out in such examinations.**

Similarly, in **Modern Foreign Language Listening and Reading papers**, marks are awarded for comprehension. Sometimes the spelling of a word in a language can indicate a particular tense and this can be of significant importance in the marking process.

†In Modern Foreign Language Listening and Reading papers where answers are required to be given in English or Welsh a scribe is permitted.

Use of a scribe - in subjects assessing quality of written communication or spelling, punctuation and grammar

- 5.7.7 In subjects where quality of written communication (QWC) is being assessed or where the candidate's spelling, punctuation and grammar (SPaG) is specifically being assessed, a scribe will be allowed.

A scribe will be allowed in the written papers of the following GCSE subjects:

- GCSE English/English Language (including the Writing section);
- GCSE English Literature;
- GCSE Geography;
- GCSE History; and
- GCSE Religious Studies.

The candidate will normally only be assessed on those aspects of written communication which he or she has demonstrated independently, e.g. the use of language and grammar.

Where separate marks are awarded for spelling and punctuation, these cannot normally be credited to a candidate using a scribe. (This also applies where a candidate uses a scribe due to a temporary injury at the time of the examination.)

Although it is not recommended, where, in exceptional circumstances, a candidate specifically chooses to dictate his/her spellings and/or punctuation in those particular questions assessing spelling, punctuation and grammar, this must be recorded on the scribe cover sheet.

If a candidate chooses to dictate his/her spellings and/or punctuation, up to a maximum of 50% extra time may be awarded. An approved application for a scribe will allow the centre to grant up to a maximum of 50% extra time to the candidate when spelling, punctuation and grammar is being assessed.

Scribe / Voice recognition technology

Exception to the rule: Functional Skills English (Writing component)

Writing within Functional Skills English is defined as the independent construction of written text to communicate in a purposeful context. 'Text' is defined as materials that include the use of words that are written, printed, on-screen or presented using Braille and which are presented in a way that is accessible for the intended audience.

Voice recognition technology may be used in the Writing component of Functional Skills English where its use reflects the candidate's normal way of writing. The use of voice recognition technology is acceptable since it allows the candidate to independently meet the requirements of the writing standards.

A scribe cannot be used to demonstrate the requirements of the standards as this does not meet the requirement for independence. As a last resort, an exemption from the Writing component can be requested for a disabled candidate who cannot use assistive technology, once all other access arrangements have been exhausted.

Entry Level qualifications

For Entry Level qualifications – Entry Level Certificate qualifications and Entry Level Functional Skills qualifications, the centre is not required to have each candidate individually assessed by a specialist.

The centre **must** determine the need for a scribe or voice recognition technology on the basis of how the candidate normally works in the classroom.

In Entry Level English a scribe or voice recognition technology is not permitted in the Writing component. A candidate who would normally be eligible for a scribe, but is not permitted this arrangement, may be granted up to a maximum of 50% extra time.

Factors the centre must take into account

5.7.8 **A scribe will not be permitted to perform tasks which are part of the assessment objectives, which might include application of skills in ICT or graphic design.**
For further information please consult the awarding body.

5.7.9 **An approved application for a scribe will allow the centre to grant the candidate 25% extra time. There is not a requirement to process a separate application for 25% extra time.** However, the centre **must** show the need for 25% extra time, for example through Section A of Form 8 or a centre devised equivalent of Form 8.

Where a candidate is dictating to a scribe for the entire duration of the examination 25% extra time should always be considered. The scribe will often require the candidate to repeat his/her dictation whilst he/she catches up and to ensure the candidate's response has been correctly recorded.

5.7.10 **Where a temporary injury at the time of the examination gives rise to the need for a scribe the centre must:**

- process the arrangement using *Access arrangements online* ;
- ensure that appropriate documentation is on file to substantiate the arrangement;
- abide by the regulations in **section 5.7**;
- ensure that the scribe cover sheet is completed and attached to the candidate's script.

5.7.11 The centre is responsible for ensuring that the candidate and scribe cannot be overheard by, or distract, other candidates. (The same arrangements will apply if the candidate uses voice recognition technology.)

Normally, the candidate and the scribe will be accommodated separately.

If the candidate and scribe are accommodated separately, on a one to one basis, the invigilator may additionally act as the scribe.

The rules – the use of a scribe

- **must write or type** accurately, and at a reasonable speed, what the candidate has said, (except in an examination requiring word processing where a scribe will not be permitted);
- **must** draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, **unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper**;
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must** write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- **must** immediately refer any problems in communication during the examination to the invigilator;
- **must not** give factual help to the candidate or indicate when the answer is complete;
- **must not** advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered;
- **may**, at the candidate's request, read back what has been recorded.

A suggested memory aid for a scribe can be found at Appendix 4, page 103

Remember

For GCSE and GCE qualifications, a pre-populated scribe cover sheet **must** be printed from *Access arrangements online*.

For other qualification types, (aside from Entry Level qualifications) Form 2 (scribe cover sheet) **must** be printed from the JCQ website – <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

For Entry Level qualifications, Form 13 must be printed from the JCQ website – <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

The cover sheet **must** indicate whether graphs and diagrams were completed by the candidate or the scribe.

The cover sheet **must** be signed by the scribe and countersigned by the head of centre or the examinations officer.

The cover sheet **must** be securely attached to the candidate's completed script.

A cover sheet **must** also be attached to any controlled assessment/coursework completed with the aid of a scribe. The work **must** be sent to the examiner/moderator in addition to the sample requested. The cover sheet **must** be signed by the scribe and countersigned by the head of centre or examinations officer.

Examples - scribes

- A candidate, who has significant learning difficulties, cannot write legibly. He can use a word processor, with the spelling and grammar check facility disabled, to record his answers. The centre permits the candidate to use a word processor in his examinations, as it reflects his normal way of working within the centre and will allow him to work independently.
- A candidate with severe cerebral palsy has no use of his hands. He cannot use speech recognition software because his speech is indistinct. An approved on-line application permits the use of a scribe in all subjects except Modern Foreign Language writing papers since it is too difficult for him to spell out each word letter by letter.
- A candidate with severe dyspraxia cannot use a word processor because she has poor motor skills. She can dictate words in Spanish, her chosen Modern Foreign Language, letter by letter. She is permitted a scribe provided that she dictates in Spanish writing papers by spelling out words letter by letter. In other subjects, she is permitted to use voice recognition technology without spelling out the words, unless they are uncommon ones. She will be awarded marks for those skills which she has demonstrated.
- A centre compares a few lines of text written by a candidate with substantial learning difficulties in the same period of time that a whole page of text can be produced when he dictates to a third party. The written text is of a standard typical of a much younger age range than the candidate's. However, the text produced when the candidate dictates to a third party fits within the standard of his own age range. The difference in content of the written and spoken material is startling. The centre, having undertaken this assessment, processes an application for a scribe.
- A centre has had concerns over a pupil for some time. He has been diagnosed with an autistic spectrum disorder. The pupil has **persistent and significant difficulty** when concentrating and writing in detail. His verbal recall is very good. Teachers have shown concern but because his handwriting is not illegible or unrecognisable, nor is it slow when free writing, he has not been awarded a scribe. When taking his last set of mock examinations every teacher showed concern. He is able to answer multiple choice questions but has a complete block when writing detailed answers. The centre conducted his mock GCSE English exam again with a scribe to see if it made any difference. He was able to answer questions that he did not attempt before and it appears to have substantially increased his chances of getting a grade in the subject. The centre decides to process an on-line application for a scribe which is approved.

5.8 Word processor*

***There is not a requirement to process an application using *Access arrangements online* or to record the use of the arrangement. No evidence is needed to support the arrangement. (This also applies where a candidate is using a word processor on a temporary basis as a consequence of a temporary injury.)**

- 5.8.1 Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre and is appropriate to their needs. (See the first example on page 7 and the examples on page 55).

For example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand.

(This also extends to the use of electronic brailers and tablets.)

- 5.8.2 The use of word processors in controlled assessment or coursework components will be considered standard practice unless prohibited by the specification.

- 5.8.3 It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

N.B. Examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen.

- 5.8.4 For regulations on the use of word processors in written examinations, please see section 8.8, page 25 of the JCQ publication *Instructions for conducting examinations* (commonly known as the JCQ 'ICE' booklet)
<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

In all cases a word processor cover sheet (Form 4) must be completed and attached to the candidate's typed script.

In Functional Skills English (Reading and Writing components) the use of a word processor with the spell check facility switched on is permitted for all candidates.

It is strongly recommended that a centre has a policy on the use of word processors which it can articulate to parents/carers. Principally, that a word processor cannot simply be granted to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs.

The centre may wish to set out the particular types of candidates which it considers would benefit from the use of a word processor. For example, a candidate with:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly;
- a medical condition;
- a physical disability;
- a sensory impairment;
- planning and organisational problems when writing by hand;
- poor handwriting.

This list is not exhaustive.

Examples - Word processor

- A candidate who cannot write legibly because she has dyslexia asks to use a word processor in her examinations. **It is her normal means of producing written work within the centre** because her teachers cannot read her writing. She is very proficient in using a word processor. Her centre allows her to use a word processor in her examinations.
- A candidate does not have a learning difficulty but is a 'messy' writer. His handwriting is hard to decipher. He requests the use of a word processor. This is granted by his centre, in preference to the use of a transcript, because **it reflects his normal way of working within the centre and is appropriate to his needs.**
- A candidate wishes to use a word processor since this is her normal way of working within the centre. However, the candidate additionally wishes to use the spelling and grammar check facility. Given that she does not meet the criteria for a scribe, the candidate cannot use the spelling and grammar check facility. The centre allows her to use a word processor in line with the regulations as set out in the JCQ 'ICE' booklet.
- A candidate taking an ICT paper wishes to use a word processor with the spelling and grammar check facility enabled. However, the paper is testing his ability to proof-read a document. His centre refuses the use of the spelling and grammar check facility. He uses the word processor with the spelling and grammar check disabled (switched off).
- A candidate who has dyslexia has quite legible writing. However, he makes many omissions and cannot order his ideas correctly. His written scripts are legible but covered in crossings-out and omission marks. He requests a word processor and this is granted by his centre. **The use of a word processor is appropriate to his needs** since it allows him to correct text, sequence his answers and **reflects his normal way of working within the centre.**
- A blind candidate asks to use a word processor to record his answers in his examinations. He also requests the use of a screen reader to allow him to 'read' back and check the answers he has typed. These arrangements are permitted when using a word processor in his examinations. **However, if the candidate also wants to use predictive text and/or the spelling and grammar check facility the centre must apply for the use of a scribe.**

5.9 Transcript*

***There is not a requirement to process an application using *Access arrangements online* or to record the use of the arrangement. No evidence is needed to support the arrangement.**

This arrangement must only be used in exceptional circumstances such as:

- a temporary injury at the time of an examination meaning that the candidate is not competent in dictating to a scribe; or
- the use of a word processor is not appropriate.

5.9.1 A transcript may be permitted by the centre where:

- a candidate has a temporary injury which means that his/her handwriting may be hard to decipher at times;
- the use of a word processor is not appropriate, e.g. subjects such as Mathematics and the Sciences.

A transcript is a copy of the candidate's script which is made after the examination has taken place and without the participation of the candidate.

5.9.2 **For regulations on the use of a transcript, please see section 8.7, page 24 of the JCQ publication *Instructions for conducting examinations***
<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

In all cases a transcript cover sheet (Form 5) must be completed and attached to the candidate's completed script.

5.10 Prompter*

***There is not a requirement to process an application using *Access arrangements online* or to record the use of the arrangement. No evidence is needed to support the arrangement.**

- 5.10.1 A prompter may be permitted where a candidate has **a substantial and long term adverse impairment** resulting in **persistent** distractibility or **significant** difficulty in concentrating.

For example, the candidate:

- has little or no sense of time; or
- persistently loses concentration; or
- is affected by an obsessive-compulsive disorder which leads them to keep revising a question rather than moving onto other questions.

In such instances a candidate may be assisted by a prompter who can keep the candidate focused on the need to answer a question and then move on to answering the next question.

- 5.10.2 For regulations on the use of a prompter please see section 8.4, page 23 of the JCQ publication *Instructions for conducting examinations*
<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Examples – prompters

- A candidate with Asperger's syndrome has no sense of time. The prompter sees that the candidate is doing nothing. She says "Mary, focus on the question, there are 15 minutes left".
- A candidate with an obsessive-compulsive disorder goes over the first question again and again. The prompter taps on the desk every quarter of an hour. The candidate knows how many questions have to be done in that time and tries to move on.
- A candidate with attention deficit disorder works for a few minutes then looks out of the window. As he is taking his examination under separate invigilation, the invigilator is able to call out his name to bring his attention back to his question paper.

5.11 Oral Language Modifier

Processing applications

- 5.11.1 For GCSE and GCE qualifications, an application **must** be submitted using *Access arrangements online* prior to the candidate's first examination, with appropriate evidence of need held on file.

For Entry Level Certificate (ELC qualifications) and Functional Skills qualifications please see **Chapter 8**.

An application for an Oral Language Modifier must only be made once all other relevant access arrangements have been considered and exhausted.

For example, extra time and the use of a computer reader/reader are inappropriate to the needs of the candidate in light of their substantial impairment when accessing and processing information. (See the examples on page 62).

The extensive modification of language must reflect the candidate's normal way of working within the centre.

An Oral Language Modifier will not be allowed if a candidate's literacy difficulties are caused by their first language being a language other than English, BSL, Irish, ISL or Welsh.

An Oral Language Modifier

- 5.11.2 An Oral Language Modifier is a responsible adult who may clarify the carrier language used in the examination paper when requested to do so by a candidate.

The Oral Language Modifier **must not explain technical terms or subject-specific terms**. The ability to understand these terms is part of the assessment. If such terms are explained to the candidate then the demands of the question will have been compromised and may constitute malpractice.

(See the rules – the use of an Oral Language Modifier, page 61).

An Oral Language Modifier may also act as a reader (see section 5.5, page 33). A separate application for a reader is not required.

Substantial impairment - suitability and evidence of need

- 5.11.3 **An Oral Language Modifier is an exceptional arrangement**. It **must** only be considered for those candidates who have **persistent and significant difficulties in accessing and processing information**, e.g.

- a candidate with an autistic spectrum disorder;
- a candidate with a hearing impairment;
- a candidate with a Specific Learning Difficulty (SpLD);
- a candidate with Speech, Language and Communication Needs (SLCN).

So as not to give an unfair advantage an Oral Language Modifier will only be allowed if a candidate has a **substantial and long term impairment** which has **an adverse effect**, i.e. a **standardised score of 77 (i.e. 1.5 standard deviations below the mean)** or less in relation to reading comprehension and/or vocabulary.

The candidate will have been assessed by a specialist who will have conducted an appropriate up to date test within 26 months of the final examination. (See the examples on page 62).

Oral Language Modifier

Papers (or sections of papers testing reading)

- 5.11.4 **An Oral Language Modifier will not be allowed to read questions or text in a paper (or a section of a paper) testing reading.**

A candidate who would normally be eligible for an Oral Language Modifier, but is not permitted this arrangement in a paper (or a section of a paper) testing reading may be granted up to a maximum of 50% extra time.

An approved application for an Oral Language Modifier will allow the centre to grant the candidate up to a maximum of 50% extra time in a paper (or a section of a paper) testing reading.

Where an Oral Language Modifier uses sign language interpretation, he/she can only sign the instructions/rubric, but not the questions, in Modern Foreign Languages or English, Irish and Welsh Language examinations. Text/source material or literacy extracts **must not** be signed.

Entry Level qualifications

For Entry Level Certificate qualifications and Entry Level Functional Skills qualifications, the centre is not required to have each candidate individually assessed by a specialist. The centre **must** determine the need for an Oral Language Modifier on the basis of how the candidate normally works in the classroom.

Factors the centre must take into account

- 5.11.5 The centre **must** remember that acting as an Oral Language Modifier requires more skills than most other access arrangements.

An Oral Language Modifier should have:

- undertaken accredited training;
- an English qualification at Level 3 or equivalent;
- knowledge of the subject being examined in order to recognise subject-specific vocabulary;
- a working knowledge of grammatical structures;
- an understanding of the impact of command words and an examiner's expectations of a candidate's answer.

- 5.11.6 The candidate should, wherever possible, be familiar with the Oral Language Modifier. **(This will be essential for some autistic candidates and hearing-impaired candidates who will be reliant on familiar voice/lip patterns.)**

Where this is not the case, the candidate **must**:

- have the opportunity to familiarise him/herself with the Oral Language Modifier using a trial presentation; **and**
- be comfortable with the method of communication.

- 5.11.7 The candidate and the Oral Language Modifier should be accommodated separately.

- 5.11.8 **A separate Oral Language Modifier and invigilator must be available for each candidate. The invigilator must listen carefully and observe the conduct of the Oral Language Modifier throughout the duration of the examination. The invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the Oral Language Modifier during the examination.**

Oral Language Modifier

Factors the centre must take into account

- 5.11.9 **An approved application for an Oral Language Modifier will allow the centre to grant the candidate 25% extra time. There is not a requirement to process a separate application for 25% extra time.** However, the centre **must** show the need for 25% extra time through Section A of Form 8 or a centre devised equivalent of Form 8.

For example, candidates with an autistic spectrum disorder, with a hearing impairment and those with Speech, Language and Communication Needs may have **persistent and significant difficulties** in following an Oral Language Modifier. An Oral Language Modifier alone may not be sufficient in removing barriers to assessment as language and vocabulary difficulties will often have **a substantial and long term adverse effect on the candidate's speed of working.** (See the fifth example on page 62).

- 5.11.10 **Modified Language papers must always be ordered for candidates who use an Oral Language Modifier. (Please see Chapter 6, section 6.6, page 79.)** These papers are usually produced by approved language specialists. They may reduce or even completely remove the need for an Oral Language Modifier.

- 5.11.11 An approved application for an Oral Language Modifier will allow the centre to open the question paper packet **one hour before the published starting time for the examination.** A copy of the question paper should be provided to the Oral Language Modifier (OLM) to enable him/her to:

- identify and highlight technical or subject-specific terms and command words **which cannot be modified**;
- make notes on the copy if, for example, potentially problematic language is identified.

The OLM **must** only modify **in an examination** if the candidate makes clear that he/she does not understand the wording of a specific question.

The OLM's copy of the question paper **must**:

- only be annotated in the examination room and **must not** be shown to another person except for another OLM working in the same room; **and**
- be retained by the centre until the closing date for enquiries about results for the respective examination series.

Remember

For GCSE and GCE qualifications a pre-populated Oral Language Modifier cover sheet **must** be printed from *Access arrangements online* and when completed securely attached to the candidate's script. A photocopy of the completed cover sheet **must** also be faxed to the JCQ Office – fax number 020 7374 4343.

For Level 1 and 2 Functional Skills qualifications Form 6A (Oral Language Modifier cover sheet) **must** be printed from the JCQ website – <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

For ELC qualifications and Entry Level Functional Skills qualifications Form 13 **must** be printed from the JCQ website – <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

Form 6A or Form 13 **must** also be securely attached to the candidate's completed script. A photocopy of the completed cover sheet **must** also be faxed to the JCQ Office – fax number 020 7374 4343.

The rules – the use of an Oral Language Modifier

- **may** go through the instructions/rubric and read the questions to the candidate; (Where permitted, reading to a candidate is part of the role of an Oral Language Modifier.)
- **must** re-phrase or explain the carrier language of a question paper when a candidate indicates a specific need for help;
- **must not** re-phrase or explain technical or subject specific terms as this could advantage or disadvantage the candidate;
- **must not** change source material which is testing the ability of the candidate to comprehend the information. Source material is often an extract and may have an acknowledgement of the original source;
- **must** take great care if modifying 'command' words in questions such as *describe*, *explain* and *suggest* as changing such words may change the nature of the question and disadvantage the candidate. **In most cases command words should not be modified;**
- **must** ensure that the method of communication used reflects normal classroom practice. This may include **saying the word or phrase, manually coded English**, i.e. finger spelling or Signed Supported English (SSE), **the use of Cued Speech, the use of BSL or the use of writing to explain the meaning of a word or phrase;**
- **must** record on the OLM cover sheet any re-phrasing or explaining. Where no re-phrasing or explaining took place this **must** also be noted on the cover sheet;
- **must** underline at the end of the examination any words or phrases on the candidate's question paper which were re-phrased or explained. If the question paper is separate from the answer booklet, it **must** be attached to the candidate's answer booklet;
- **must** ensure that a note of the method of communication used, e.g. **spoken, written, BSL**, is made on the OLM cover sheet.

A suggested memory aid for an Oral Language Modifier can be found at Appendix 5, page 104.

Examples – Oral Language Modifiers

- A qualified Teacher of the Deaf (ToD) applies for an Oral Language Modifier for a profoundly deaf candidate who uses both BSL and Sign Supported English (SSE) as her normal way of working. The candidate has **a below average reading comprehension score (77)** and has the support of both an Oral Language Modifier and BSL Interpreter during the course. The Teacher of the Deaf decides that an Oral Language Modifier would provide the most suitable support for the candidate during her examinations because an Oral Language Modifier is permitted to use BSL.
- A candidate with an autistic spectrum disorder is known to have **a substantial language impairment**. His vocabulary levels are well below average and he has **persistent and significant difficulty** accessing words with non-literal and abstract meanings, as well as interpreting complex sentences. He is prone to taking the most common or literal meaning of a phrase and is **persistently** confused by an instruction such as “explore the ways”. He has a reading comprehension score which is in the **below average range; a standardised score of 71**. The centre processes an on-line application for an Oral Language Modifier.
- A profoundly deaf candidate uses BSL and receives communication support. She has **a below average reading comprehension score – a standardised score of 75**. Support during her course has been via BSL which was effective and her preference. A qualified Teacher of the Deaf considers the use of an Oral Language Modifier during the examination. However, a Sign Language Interpreter is her normal way of working and more appropriate to her needs.
- A profoundly deaf candidate receives Sign Supported English as his normal way of accessing lessons, together with extensive language modification. The candidate has a **below average reading comprehension score (76) and a below average vocabulary score (74)**. A qualified Teacher of the Deaf selects an Oral Language Modifier for his examinations as this will allow language modification, reading and some BSL, if needed. In addition, the centre may allocate 50% extra time for those examinations where an Oral Language Modifier is not allowed.
- A candidate with Speech, Language and Communication Needs (SLCN) meets the published criteria for an Oral Language Modifier in view of his **below average reading comprehension score (73)**. The candidate has **persistent and significant difficulties** when processing language, as well as speed of reading. A computer reader is not appropriate since his needs are **substantial** and the candidate relies on familiar voice patterns. Due to the limitations of his working memory which have **a substantial and long term adverse effect**, the SENCo decides that 25% extra time will also be needed.

5.12 Live speaker for pre-recorded examination components*

***There is not a requirement to process an application using *Access arrangements online* or to record the use of the arrangement. No evidence is needed to support the arrangement.**

5.12.1 Centres are allowed to provide a live speaker for pre-recorded examination components, e.g. MFL Listening examinations, to a candidate where it is their normal way of working within the centre. The candidate will have **persistent and significant difficulties** in following speech at normal speed.

5.12.2 For aural tests, clear amplification may be necessary to improve the candidate's ability to hear, or a **transcript of a listening test may be read to enable the candidate to also lip/speech-read.** (See Chapter 6, section 6.6.7, page 79 for further information on ordering transcripts of tests).

The centre must consult a specialist teacher, i.e. a qualified Teacher of the Deaf, to identify the most appropriate arrangement for a candidate with hearing loss.

5.12.3 The live speaker will speak or read aloud the contents of the CD or tape in a Listening examination.

5.12.4 Where the initial letters of words could be easily confused, e.g. deux fois and neuf fois, the live speaker may:

- hold up a card with the initial letter, i.e. 'd' or 'n';
- write 'n' or 'd' on a board;
- finger spell the initial letter of the word.

5.12.5 The live speaker should, wherever possible, be the candidate's subject or specialist teacher. **However, an invigilator must be present in the examination room at all times.**

5.12.6 **Ideally a live speaker should work with one candidate.** The centre **must** always consider the abilities of the candidates as lip/speech readers when requiring them to share a live speaker. **There must never be more than six candidates to one live speaker,** who should be seated so as to gain maximum benefit from the live speaker.

5.12.7 **Where CDs, audio-cassette tapes or transcripts of tests are used, the live speaker should be allowed access to the CD or tape or the transcript one hour before the examination.**

This is to allow time for the live speaker to prepare. It may be necessary to delay the start of the examination for the candidates concerned. The candidates **must** be placed under centre supervision whilst the live speaker prepares for the examination.

5.12.8 **Additional repetition is allowed, if necessary,** to take into account **persistent** loss of concentration or to enable the candidate to process the information more easily.

Extra time of 25% should always be considered on account of the additional repetition which may be required. Additionally, 25% extra time may also be required in light of the candidate's **persistent and significant difficulties** in following speech at normal speed. (See Chapter 5, section 5.2.3, page 26).

In very rare and exceptional circumstances the candidate may require up to 50% extra time. (See Chapter 5, section 5.3, page 28).

An application for extra time must always be processed on-line.

5.12.9 If the recording involves the use of two or more characters, a separate live speaker could be used for each role. However, if it is felt desirable to only use one live speaker for the entire test, the live speaker **must** make it clear which character is speaking.

5.13 Sign Language Interpreter*

***There is not a requirement to process an application using *Access arrangements online* or to record the use of the arrangement. No evidence is needed to support the arrangement.**

- 5.13.1 Centres are allowed to provide a Sign Language Interpreter to a candidate where it is their normal way of working within the centre.

A Sign Language Interpreter

- 5.13.2 The role of a Sign Language Interpreter is to present the questions in a different language without:
- changing the meaning;
 - adding any additional information or;
 - providing an explanation as to what the question requires of the candidate.
- 5.13.3 Sign Language interpretation is done 'live' in the presence of the candidate during the examination in order to allow for the candidate's regional variations in BSL/ISL signs.

Consequently, sign language interpretation cannot be checked by the awarding body for accuracy. **Great care must be taken not to disadvantage or advantage the candidate.**

The rules – the use of a Sign Language Interpreter

- 5.13.4 The Sign Language Interpreter **must** be proficient in the use of the candidate's sign language. The Sign Language Interpreter should, wherever possible, be familiar to the candidate and **must** always work at the candidate's pace.
- 5.13.5 The Sign Language Interpreter **must** be familiar with the subject being examined. This will ensure that the meaning of the question is not changed and that **technical and subject specific terms are recognised and finger spelt. (Technical and subject specific terms must not be signed.)**
- (The candidate's ability to recognise and understand the English version of the technical or subject specific terms within a subject is part of the assessment. If such terms are signed instead of finger spelt, then the demands of the question will have been compromised. This will constitute malpractice.)
- 5.13.6 **A Sign Language Interpreter is not a reader.** However, the same person may act as a reader and a Sign Language Interpreter. **Permission must have been given for the use of a reader and a Sign Language Interpreter. The regulations for the use of each arrangement must be strictly adhered to. (See section 5.5, page 33, for the rules on the use of a reader).**
- 5.13.7 The Sign Language Interpreter can sign the instructions and questions to candidates taking written papers **except in Modern Foreign Languages or English, Irish or Welsh Language examinations.**
- 5.13.8 **In Modern Foreign Languages or English, Irish or Welsh Language examinations the Sign Language Interpreter can only sign the instructions/rubric, but not the questions.**
- 5.13.9 The Sign Language Interpreter **must not** sign texts/source material or literary extracts.

Sign Language Interpreter

- 5.13.10 The Sign Language Interpreter may repeat the translation if requested to do so by the candidate. An alternative translation of the carrier language may be provided. **However, under no circumstances may an explanation of the question or clarification of the carrier language be given.** These actions would be deemed as giving the candidate an unfair advantage.
- 5.13.11 **Candidates may only sign their answers in question papers or in controlled assessment/coursework where it is possible to finger spell the answers or where the answers involve single words.**

A suggested memory aid for a Sign Language Interpreter can be found at Appendix 6, page 105.

Factors to consider

- 5.13.12 Extra time of 25% should always be considered on account of the additional repetition which may be required. (See Chapter 5, section 5.2.3, page 26). **An application for extra time must always be processed on-line.**
- 5.13.13 Modified language papers **must always** be ordered for candidates who will be using a Sign Language Interpreter (see Chapter 6, section 6.6, page 79).
- 5.13.14 The question paper packet may be opened **one hour before the published starting time for the examination.** A copy of the question paper should be provided to the Sign Language Interpreter to allow him/her to prepare for the examination. **The content of the paper must not be discussed with or shown to any other person during this time as this would constitute malpractice.**
- 5.13.15 Candidates requiring the use of a Sign Language Interpreter may need to be accommodated separately in which case **a separate invigilator will be required.**

ELC qualifications

In English, Irish, Welsh Speaking and Listening Tests a Sign Language Interpreter **must not** be used.

Sign Language Interpreters will not be permitted in English, Irish and Welsh written papers except for the instructions of the question papers, unless specifically permitted by the specification at certain levels.

In reading tests in English, Irish and Welsh no part of an assessment may be signed to a candidate. However, the candidate may indicate using sign language to show that he or she has read the passage correctly. Please consult the awarding body for advice.

Remember

Aside from Entry Level qualifications, **Form 6** (Sign Language Interpreter cover sheet) **must** be printed from the JCQ website -

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

For Entry Level qualifications, Form 13 must be printed from the JCQ website -

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

Form 6 or Form 13 must also be securely attached to the candidate's completed script.

5.14 Practical assistant

Processing applications

- 5.14.1 For GCSE and GCE qualifications, an application **must** be submitted using *Access arrangements online* prior to the candidate's first examination. (For other qualification types, please **see Chapter 8**).

Practical assistant in practical components

- 5.14.2 *Access arrangements online* will automatically reject applications for the use of a practical assistant in practical components.

However, the centre will be able to refer the case to the relevant awarding body. **Detailed information must be provided listing the tasks which the practical assistant would perform.**

- 5.14.3 **A practical assistant must not be allowed to carry out physical tasks or demonstrate physical abilities where they form part of the assessment objectives. A practical assistant will not normally be permitted in subjects such as Music, Art & Design and Design & Technology.**

Practical assistant in written papers

- 5.14.4 *Access arrangements online* will automatically reject applications for the use of a practical assistant in written papers.

However, the centre will be able to refer the case to the relevant awarding body. **Detailed information must be provided listing the tasks which the practical assistant would perform.** This will allow the awarding body to ensure that the assessment objectives are not compromised, particularly in subjects such as Geography, Mathematics and the Sciences.

Where approved, the practical assistant will carry out practical tasks at the instruction of the candidate.

(See the rules – the use of a practical assistant, page 68).

For example:

A candidate with very poor motor co-ordination may need help in holding a ruler, placing a ruler in the correct place for a line to be drawn or turning the pages of the script. The candidate may also need help when using Mathematical equipment.

A candidate with a severe visual impairment may need his or her hand to be guided to the relevant page or section of text in a paper. **Care must be taken not to direct the candidate to the answer.**

A Blind candidate may require a practical assistant to record the position of points or lines indicated on a tactile graph by means of pins and elastic bands.

Practical assistant

Factors the centre must take into account

- 5.14.5 **A practical assistant is not a reader or a scribe.** The same person may act as a practical assistant, a reader and/or a scribe as long as permission has been given for these arrangement(s). **The regulations for the use of each arrangement must be strictly adhered to.**
- 5.14.6 Candidates using a practical assistant in externally set practical or written examinations may need to be accommodated separately, **in which case a separate invigilator will be required.**
- 5.14.7 The invigilator **must** be made aware, prior to the examination, of the particular task(s) the practical assistant will be performing.

The rules – the use of a practical assistant

- **must** perform practical tasks according to the candidate's instructions, unless the skill to be performed is the focus of the assessment, (in which case the practical assistant will not be permitted) or the procedure would be unsafe;
- **must** immediately refer any problems in communication during the assessment to the invigilator or examinations officer;
- **must** abide by the regulations since failure to do so could lead to the disqualification of the candidate;
- **must** ensure the safety of the candidate and those around him/her;
- **must not** give factual help to the candidate or indicate when the task is complete;
- **must not** advise the candidate regarding which questions to do, when to move on to the next question, or on the order in which questions should be answered;
- **may** ask the candidate to repeat instructions where these are not clear.

Remember

For **GCSE and GCE qualifications** a pre-populated Practical Assistant cover sheet **must** be printed from *Access arrangements online* and **must** be securely attached to the candidate's script.

For **other qualifications, (aside from Entry Level qualifications) Form 3** (Practical Assistant cover sheet) **must** be printed from the JCQ website – <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

For **Entry Level qualifications, Form 13 must** be printed from the JCQ website - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

Form 3 or Form 13 **must** also be securely attached to the candidate's script.

A cover sheet **must** also be attached to any controlled assessment/coursework completed with the aid of a practical assistant. The work **must** be sent to the moderator in addition to the sample requested.

Cover sheets **must** indicate the level of assistance given by the practical assistant.

The cover sheet **must** be signed by the practical assistant and countersigned by the head of centre or examinations officer.

Examples - practical assistant

- A candidate has hemiplegia affecting his left side. He is right-handed. He only needs a practical assistant in GCSE Science to hold equipment still while he performs practical tasks. The practical assistant is acting as a second hand where two hands are needed. The candidate does not lose any marks for implementation because he performs by himself those skills which are being assessed.
- A candidate has severe cerebral palsy with no use of his hands. He wants to be entered for a GCSE Design and Technology course but cannot perform any design making skills. His teacher helps him during the course. As he will not be able to be credited with any marks for skills performed by a practical assistant, it is decided that he should complete the course without being entered for the specification.
- An A Level candidate who has a severe tremor in both hands cannot perform any science practical activity safely. The candidate requires a practical assistant. The practical assistant assembles the equipment and carries out the experiment. The candidate is credited with marks for planning, evaluation and analysis, but she cannot gain marks for implementation.
- A candidate wants to be entered for GCSE Art & Design but cannot perform any practical skills independently. The centre requests permission to use a practical assistant. This is refused. It is realised that there are other skills required by the specification which he cannot fulfil. The candidate decides to follow the course for his education but is not entered for the specification.
- A candidate studying GCSE Physical Education is a wheelchair user. She is able to demonstrate her performance skills in track and field events in athletics. She does require the help of a practical assistant to set up her wheelchair and other equipment to maximise her performance. The input from the practical assistant is not deemed to give her an undue advantage and is therefore permitted.

5.15 Alternative accommodation away from the centre

For GCSE and GCE qualifications an application **must** be submitted using *Access arrangements online* prior to the candidate's first examination, with appropriate evidence of need held on file.

(N.B. This arrangement is different from transferred candidate arrangements, where a candidate transfers from one registered centre to another after the submission of examination entries.)

For other qualification types, please see Chapter 8.

5.15.1 **Alternative accommodation must only be requested where a candidate has:**

- **an impairment which has a substantial and long term adverse effect giving rise to persistent and significant difficulties; or**
- **a temporary illness or injury at the time of the examination(s).**

The candidate will be sitting his/her examination(s) at a residential address or at a hospital which is a non-registered centre due to, for example:

- **Behavioural, Emotional and Social Development Needs (BESD); or**
- **a medical condition or a psychological condition which prevents the candidate from taking examinations in the centre.**

The centre must be satisfied that the candidate is able to take examinations.

5.15.2 The head of centre is responsible for ensuring that the examination will be conducted in accordance with the JCQ publication *Instructions for conducting examinations* <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

5.15.3 An approved application for alternative accommodation will allow the centre to open the question paper packet **one hour before the published starting time for the examination**. This will enable the paper(s) to be taken to the alternative venue.

5.15.4 **Question paper packets must not be opened prior to the scheduled date of the examination.**

5.15.5 It may be necessary to delay the examination by up to one hour after the published starting time in order to reach the venue.

5.15.6 The paper(s) to be taken to the alternative venue **must** be securely packaged and kept under secure conditions at all times.

5.15.7 The script(s) **must** be despatched with the centre's other scripts. Medical information **must not** be enclosed with the script(s).

5.16 Other arrangements for candidates with disabilities*

***For the access arrangements detailed below, there is not a requirement to process an application using *Access arrangements online* or to record the use of the arrangement. No evidence is needed to support the arrangement.**

Amplification equipment

Brailers

Closed circuit television (CCTV)

Colour naming by the invigilator for candidates who are Colour Blind

Coloured Overlays (this would also include reading rulers, virtual overlays and virtual reading rulers)

Low vision aid/magnifier

Optical Character Reader (OCR) scanners

Separate invigilation within the centre

The centre **must** make its decision based on:

- whether the candidate has a **substantial and long term impairment** which has an **adverse effect**; **and**
- **the candidate's normal way of working within the centre.**

Centres must note that candidates are only entitled to the above arrangements if they are disabled within the meaning of the Equality Act. The candidate is at a substantial disadvantage when compared with other non-disabled candidates undertaking the assessment and it would be reasonable in all the circumstances to provide the arrangement.

For further information please see **Chapter 8** of the JCO publication *Instructions for conducting examinations* –

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

5.17 Exemptions

- 5.17.1 **An exemption is an agreement reached by an awarding body, before the examination, for a disabled candidate to miss a component or components.**

An indication will be placed on the candidate's certificate to show that not all of the assessment objectives were accessible.

- 5.17.2 **An application for an exemption must be submitted in line with the deadlines quoted on page 2 of this document.**

- 5.17.3 An exemption **must**:

- not undermine the integrity of the qualification;
- only be granted as a last resort when no other access arrangement is available;
- apply **only to whole components where the candidate cannot demonstrate any of the skills**;
- **make up no more than 40% of a GCSE or GCE qualification.** For GCE A-level qualifications at least one A2 unit **must** be completed;
- only apply in general qualifications (see section 1.6, page 6 and section 1.8, page 8 for the list of general qualifications covered by equality legislation in England, Wales and Northern Ireland).

An exemption will not be granted if an alternative and accessible route through a qualification is available to the candidate.

- 5.17.4 **Access arrangements online does not include exemptions.** However, it enables centres to refer individual applications to awarding bodies.

The centre in the first instance should select 'Other'. This will result in an automatic rejection. **The centre must then make a referral to the relevant awarding body.**

The centre **must** indicate the candidate's disability in order that an awarding body has the necessary information to hand when considering an application for an exemption. The awarding body **must** be assured that the exemption is an arrangement of the last resort.

Additionally the JCQ form *Application for an Exemption* -

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

must be submitted to the awarding body concerned, along with any other paperwork requested by the awarding body.

- 5.17.5 **In Functional Skills English**, where barriers to access remain, awarding bodies must offer candidates with disabilities, as a last resort, exemptions from individual assessment components within the qualification. **Candidates can be exempted from up to two of the three assessed components.**

Such an arrangement does not apply to Functional Skills ICT and Mathematics qualifications, as these qualifications consist of only one component.

For Functional Skills qualifications please refer to page 95.

5.18 Bilingual translation dictionaries with up to a maximum of 25% extra time

There is not a requirement to process an application for a bilingual translation dictionary using *Access arrangements online* or to record the use of the arrangement. No evidence is needed to support the arrangement.

However, for the use of a bilingual translation dictionary with up to a maximum of 25% extra time an application must be submitted using *Access arrangements online* (for GCSE and GCE qualifications) prior to the candidate's first examination. Appropriate evidence of need **must** be held on file. For other qualification types, please see **Chapter 8**.

Bilingual translation dictionaries

5.18.1 A bilingual translation dictionary **must**:

- only be used in examinations by candidates whose first language is not English, Irish or Welsh; **and**
- reflect the candidate's normal way of working within the centre.

Unless an awarding body's specification says otherwise, **such dictionaries must not be used in:**

- **English/English Language examinations;**
- **Irish or Welsh Language examinations; and**
- **Modern Foreign Language examinations testing one of the languages of the dictionary or a similar language**, e.g. a Portuguese dictionary in a Spanish examination.

Exceptions to these rules are:

The Writing Test in GCSE Arabic, GCSE Bengali, GCSE Dutch, GCSE Greek, GCSE Gujarati, GCSE Japanese, GCSE Modern Hebrew, GCSE Panjabi, GCSE Persian, GCSE Polish, GCSE Portuguese, GCSE Russian and GCSE Turkish where the specification states that **all candidates must have access to a bilingual dictionary**.

Functional Skills English examinations – where the use of a bilingual dictionary is permitted.

5.18.2 A standard bilingual translation dictionary **must** be used by the candidate. This may be an electronic bilingual translation dictionary or more typically a hard copy paper bilingual translation dictionary.

The bilingual translation dictionary **must not**:

- contain/display pictures; **or**
- provide an explanation or clarification of words and phrases.

As an example, a Chinese to English bilingual translation dictionary **must** simply be the word in Chinese and the equivalent word or words in English.

Monolingual dictionaries (which define words and phrases) translators, wordlists or glossaries **must not** be used.

- 5.18.3 Bilingual translation dictionaries to be used in the examination **must** be:
- held in the centre under secure conditions; **and**
 - thoroughly checked to ensure that notes have not been enclosed within or written on the pages of the dictionary. (This **must** include checking that no other unauthorised information is contained in the dictionary.)

A candidate using a bilingual translation dictionary which contains notes will lose their marks and their right to this access arrangement.

- 5.18.4 **Translation of examination material or the candidate's answers into or from the candidate's first language will not be permitted.** The regulations for the use of bilingual translation dictionaries **must** be adhered to; failure to do so can lead to the disqualification of the candidate.

The application of extra time when a candidate uses a bilingual translation dictionary (this will be in rare and exceptional circumstances)

- 5.18.5 **In rare and exceptional circumstances** candidates who are permitted to use bilingual translation dictionaries may also be allowed **up to a maximum of 25% extra time, depending on need, if they have been resident in the UK for less than two years at the time of the examination. Holiday periods are included in the two year rule.**

Centres should always consider whether 10% extra time would be more appropriate, particularly where a candidate is using an electronic bilingual dictionary.

Centres are reminded that applications processed on-line will automatically give an 'application approved expiry date' 26 months from the date of the application and not the date of entry to the United Kingdom. **It is the end of the month, two years after the candidate has entered the United Kingdom, which must be adhered to.**

- 5.18.6 **In subjects where a dictionary is not permitted, extra time will not be available.**

- 5.18.7 Extra time **must** only be awarded where **all of** the following exist:

- **the candidate still has a very limited knowledge of the English language; and**
- the candidate has to refer to the bilingual translation dictionary **so often** that examination time is used for this purpose, delaying the answering of questions; **and**
- the provision of extra time of up to 25% reflects the candidate's usual way of working with the dictionary. **(A definition of normal way of working is provided within section 4.2.5, page 17.)**

- 5.18.8 Extra time **must not** be awarded to a candidate using a bilingual translation dictionary in order to compensate for difficulties in reading and writing in English.

- 5.18.9 **The centre must determine the needs of the individual candidate.** Not all candidates for whom English is an additional language will need to use a bilingual translation dictionary. **Very few bilingual translation dictionary users will need to have extra time.**

Extra time must not be awarded to a candidate when using a bilingual translation dictionary if:

- **English is one of the languages spoken in the family home; or**
- **prior to their arrival in the United Kingdom** the candidate has been educated in an International school where some or the entire curriculum was delivered in English; **or**
- **prior to their arrival in the United Kingdom** the candidate was prepared for or entered for IGCSE qualifications where the question papers were set in English; **or**
- **prior to their arrival in the United Kingdom** the candidate was prepared in English for other qualifications, e.g. IELTS qualifications.

Chapter 6

Modified Papers

6.1 Modified Papers – an overview of the process

Modified papers must be ordered in advance of a specific examination series. They are individually prepared for candidates for whom other access arrangements are unsuitable. The modification of papers involves additional resources. Therefore centres are required to provide the awarding bodies with early notification that a candidate will require a modified paper. **Centres must not order papers for candidates unless they intend to enter them for the relevant examination series.**

Access arrangements online allows centres to place orders for GCSE and GCE modified papers. There is a separate area within *Access arrangements online* which enables centres to place these orders.

For the adjustment to be effective, the candidate must have had appropriate opportunities to practise using an awarding body's past modified papers before his/her first examination.

Requests must be made on-line for GCSE and GCE qualifications.

For all other qualifications requests must be made using Form 7.

The standard formats available are:

- A4 modified 18 point bold
- A3 modified 24 point bold
- Braille papers and tactile diagrams with Braille labels
- Modified language (where available)
- Non-interactive electronic question paper
- Tactile diagrams with print labels
- Transcript of listening test/video

Appropriate links:

www.aqa.org.uk

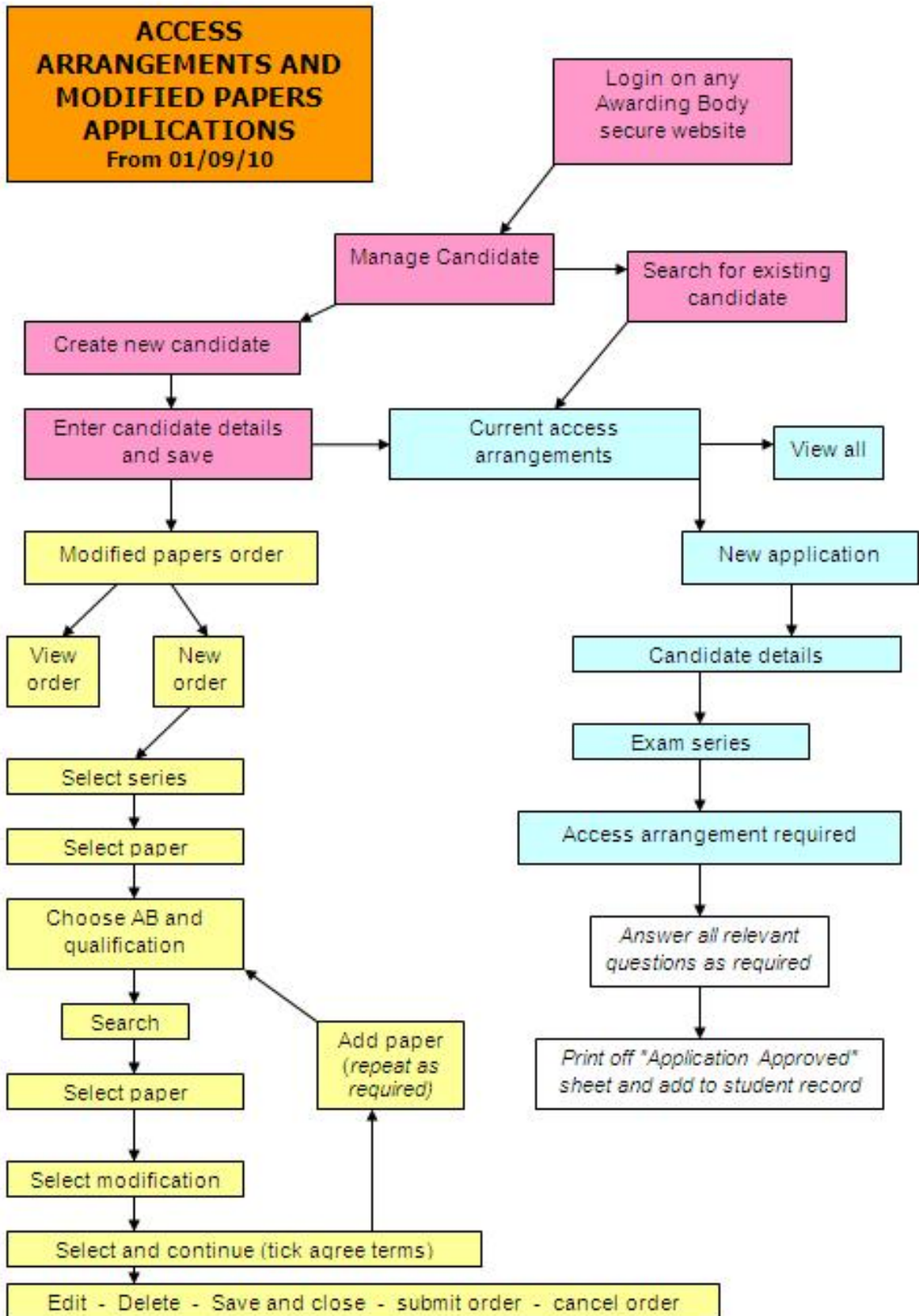
www.ccea.org.uk

www.edexcel.com

www.ocr.org.uk

www.wjec.co.uk

***Access arrangements online* is not linked to awarding body entry systems. As orders for modified papers are made before the submission of examination entries, it is recommended that centres undertake a check to ensure that orders for modified papers and actual entries made to an awarding body match.**



Braille and large print papers are produced in line with the publication *Best Practice Guidance for the Modification and Production of Examination Papers for Candidates with a visual impairment*. This publication may be accessed from the RNIB website: www.rnib.org.uk.

Centres must ensure that candidates are familiar with the format of modified enlarged papers or Braille papers being requested for examinations.

6.2 Braille papers

- 6.2.1 **Braille papers are only produced when applications are made by the deadline. They are not produced automatically. Awarding bodies do not require evidence of the candidate's visual impairment. Please see the deadlines on page 81.**
- 6.2.2 The standard paper is modified prior to Braille by a teacher specialised in visual impairments. The layout and presentation of the standard paper is modified accordingly.
- 6.2.3 The modified paper is then sent to a Braille agency for the content to be transcribed into contracted (Grade 2) Standard English Braille (SEB).
- 6.2.4 Tactile diagrams and graphs will be provided where appropriate **with the Braille paper. Tactile diagrams do not need to be ordered separately.**
- 6.2.5 Centres may be required to provide models in advance for certain types of questions.
- 6.2.6 Videos or films used in assessments may be requested with audio description.

6.3 Modified enlarged papers

- 6.3.1 **Modified enlarged papers are only produced when orders are made by the deadline. They are not produced automatically. Awarding bodies do not require evidence of the candidate's substantial and long term visual impairment. Please see the deadlines on page 81.**
- 6.3.2 Modified enlarged papers are intended for candidates who cannot read a standard examination paper. The layout and presentation of the standard paper is modified to remove elements of visual complexity without changing the demands of the assessment. Pictures and diagrams are often redrawn to make them more visually accessible.
- 6.3.3 **Some candidates with a severe visual impairment may benefit from using an electronic or optical magnifier with a modified enlarged paper. (Centres do not need to process an application for a magnifier.)**

For some subjects such as Archaeology, Geology, Geography and Music a modified enlarged paper alone may not be a reasonable adjustment for the candidate. A practical assistant and/or a reader may also be required.

6.4 Reasonable adjustments – modified enlarged papers

6.4.1 The standard modified paper formats will, in the vast majority of cases, enable a candidate with a **substantial and long term visual impairment** to access his/her examinations.

6.4.2 However, **in rare and exceptional cases**, a candidate with a **substantial and long term visual impairment** may require question papers in an alternative format. The candidate will require a reasonable adjustment on account of his/her disability.

Alternatively, a candidate with a **substantial and long term multi-sensory impairment** may require question papers where the language has been modified, **as well as** the layout and presentation of the paper in order to remove elements of visual complexity.

6.4.3 Where a disabled candidate requires question papers in an alternative format **the centre must discuss his/her particular requirements at the earliest opportunity with the relevant awarding body's Modified Papers Unit, ideally at the start of the course.**

The application of the reasonable adjustment, i.e. question papers in an alternative format, will depend on a number of factors including:

- the needs of the disabled candidate; **and**
- the effectiveness of the adjustment and its cost.

6.4.4 An adjustment **will not** be approved if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment. This is because the adjustment is not "reasonable".

6.5 Coloured/enlarged paper (e.g. A3 unmodified enlarged papers)

6.5.1 **If a candidate does not require a modified paper and can see pictures, graphs and diagrams, the centre must request permission so that it may produce an enlarged/coloured copy of the paper.**

6.5.2 Before a GCSE or GCE paper is photocopied onto coloured paper or enlarged, **an application for coloured/enlarged paper must be submitted using *Access arrangements online* prior to the candidate's first examination. No evidence is needed to support the application.**

6.5.3 Where permission is granted by *Access arrangements online* for a coloured/enlarged paper, **the centre is permitted to open the question paper packet one hour before the published starting time for the examination.**

Only the following actions are permissible:

- copy and enlarge the standard paper from A4 to A3; **or**
- copy a question paper onto coloured paper; **or**
- produce a question paper with single sided print.

No further modification is permissible such as re-typing the question paper. Such actions would constitute malpractice.

6.5.4 **Centres should be aware that enlarging an examination question paper may affect questions relating to scale. This must be considered in your production process.**

It is the responsibility of the centre to ensure that the examination question paper is photocopied to a high standard.

6.6 Modified language papers and transcript of Listening test/video

Modified language papers

- 6.6.1 Where a paper has not been modified at source, (**see 6.6.4**) awarding bodies will accept an order for a modified language paper for a candidate who is deemed to have **persistent and significant difficulties when accessing and processing information**.

Awarding bodies do not require evidence of the candidate's difficulties.

- 6.6.2 **Modified language papers are only produced for some specifications when orders are made by the deadline. They are not produced automatically.**

- 6.6.3 **Only the carrier language is modified. The meaning of the questions remains the same and will require the same answers as the standard paper. Any technical and subject specific language will remain unchanged.**

- 6.6.4 A large number of question papers are already language modified since language specialists have been involved in the question paper setting process.

In such circumstances the standard paper is accessible: a modified language paper is not required and cannot be ordered. ('Modified language' will not appear in the drop down list within *Access arrangements online*.)±

±AQA ensures that all standard papers are checked for accessible language according to the guidelines published by BATOD (British Association of Teachers of the Deaf). AQA does not produce modified language papers.

- 6.6.5 **Where a candidate is identified as requiring a Sign Language Interpreter, a modified language paper must always be ordered by the respective deadline.**

- 6.6.6 **Where a candidate is identified as requiring an Oral Language Modifier, a modified language paper must always be ordered by the respective deadline.**

A modified language paper may reduce or sometimes completely remove the need for an Oral Language Modifier.

Transcript of Listening test/video

- 6.6.7 **In Modern Foreign Language Listening examinations, a transcript of the recording can be requested and read to the candidate, who speech-reads from a live speaker.**

A transcript of the Listening CD may also benefit those candidates who have **persistent and significant difficulties in following speech at normal speed**. The live speaker will read to the candidate separately, but at a pace which enables the candidate to process the information more easily.

(Please see Chapter 5, section 5.12, page 63, on the use of a live speaker in pre-recorded examination components.)

- 6.6.8 Videos or films used in assessments should be requested with subtitles for a candidate with hearing loss. **Advice should be sought from the relevant awarding body.**

6.7 Non-interactive electronic question papers

6.7.1 Non-interactive electronic question papers are in PDF format. They can be read on-screen but cannot be typed into. An awarding body will accept an order for a non-interactive electronic question paper where:

- the centre has an approved application for a computer reader; **or**
- the candidate has a **substantial and long term visual impairment and prefers to read on-screen, rather than on paper, as part of their normal way of working.**

Where a candidate is using a computer reader, by ordering a non-interactive electronic question paper the centre will not need to open the question paper packet early and scan in a question paper for computer reading purposes.

The awarding body will supply a modified language version of the paper in PDF format where available.

It is the responsibility of the centre to ensure that the PDF is fully compatible with their chosen software package.

Standard print ready PDFs that were used in previous examination series, and currently available to use as past papers, can be downloaded from awarding body websites.

GCSE and GCE qualifications

6.8 Ordering modified papers

Failure to apply on time can lead to the rejection of the order as modified papers cannot be produced at short notice.

6.8.1 Orders must be made using *Access arrangements online*.

6.8.2 Orders must be made for each examination series.

6.8.3 **Modified papers must be ordered by component code for each subject.**

6.8.4 Examination officers must liaise with their SENCo to ensure that the correct modified papers are ordered for candidates. The SENCo must be aware of each candidate's particular requirements.

6.9 Final deadlines for making orders for modified papers to awarding bodies

Month of examination	Deadline
November 2014	20 September 2014
January 2015†	4 October 2014
May/June 2015	31 January 2015

†Where GCSE specifications are available in January 2015
(This does not apply to centres in England.)

†For those candidates who decide to re-sit GCSE units in June 2015, following the publication of January 2015 GCSE examination results, orders for modified papers must be received no later than 21 March 2015.

(For unites GCSE qualifications in Northern Ireland in March 2015 please see CCEA's website for information.)

Late requests severely impede the work of the awarding bodies.

The production window, from an awarding body receiving an order for modified papers through to those papers being despatched, is extremely limited. The quality assurance process is even more rigorous for modified papers; there are many more quality checks to undertake.

An awarding body may apply a financial penalty to the centre for any late orders.

Other qualifications

6.10 Entry Level, Functional Skills and Principal Learning qualifications

6.10.1 Modified papers for timetabled written components (i.e. secure question paper materials) within:

- Cambridge National qualifications;
- Cambridge Progression qualifications;
- Entry Level Certificate qualifications (ELC);
- Functional Skills qualifications;
- Principal Learning qualifications;

must be applied for in advance of a specific examination series.

Centres must not order papers for candidates unless they intend to enter them for the relevant examination series.

6.10.2 A paper application must be sent to the individual awarding body using Form 7 – JCQ/Modified Papers. The form is available electronically at:
<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>.

Centres must order a modified paper no later than ten weeks before the date of the assessment.

Chapter 7

Learning difficulties

(This section will be particularly useful for heads of centre, senior leaders within centres and specialist assessors.)

The range of learning difficulties is extensive: some of the implications for assessment are not always obvious. **Candidates must therefore be assessed by a specialist assessor.** This ensures that the access arrangements approved allow the candidate to access the assessment, but do not result in the candidate gaining an unfair advantage.

It should be remembered that where assessment objectives (Chapter 3, page 13) would be compromised by an access arrangement, the assessment objectives will take precedence and will not be waived. This includes the demonstration of knowledge, understanding and skills required by the specification. The arrangement must not affect the integrity of the assessment.

7.1 Accountabilities

7.1.1 It is the centre's responsibility to:

- submit applications **on time**;
- hold all supporting evidence;
- ensure that agreed access arrangements meet the published criteria; **and**
- ensure that agreed access arrangements have been put in place **before** the candidate's first examination.

7.1.2 It is the specialist assessor's responsibility to:

- record the results of any tests completed indicating that the impairment has **a substantial and long term adverse effect** on the candidate's performance;
- work only within their area of expertise **and** in an ethical fashion;
- use up-to-date test materials appropriate to the individual;
- report the results of their assessment in the format indicated **on page 84**; **and**
- provide the centre with evidence of their qualifications.

7.1.3 It is the responsibility of staff within the JCQ and the awarding bodies to give appropriate advice and information to centres. **Staff within the JCQ and the awarding bodies cannot determine whether a candidate has a learning difficulty.**

7.2 Appropriate adjustments for candidates with learning difficulties which have a substantial and long term adverse effect

Access arrangements are made on the basis of an individual candidate's needs. **Consideration must be given as to whether the proposed access arrangement is effective and suitable for the candidate's particular learning difficulty.**

For example, if a candidate can complete a paper in the normal length of time and never uses the extra time which has been made available, then it is not an effective arrangement. **It would not be appropriate to process an application for extra time.**

Similarly, if a candidate requests the use of a word processor but cannot type comprehensible prose, it is not an effective arrangement to give him or her. However, he or she may require a scribe.

7.3 Appointment of specialist assessors of candidates with learning difficulties

7.3.1 The head of centre is responsible for:

- the quality of the access arrangements process within his or her centre; **and**
- the appointment of specialist assessors.

The JCO is not able to approve specialist qualifications and no longer maintains a list of appropriate qualifications for assessors.

7.3.2 Heads of centre **must** apply the following criteria in satisfying themselves whether a professional has the required level of competence **and** appropriate qualifications.

This includes confirmation of the suitability of the awarding institution of any qualification, for example by checking whether it has been recognised by the qualifications regulators of England, Wales and Northern Ireland or a recognised institution of higher education.

7.3.3 A specialist assessor is:

- a specialist teacher with a **current** SpLD Assessment Practising Certificate; or
- an appropriately qualified psychologist.

7.3.4 **In addition to these two categories, other educational professionals may conduct access arrangements assessments if they meet the following criteria.**

They **must**:

- **hold qualifications in individual specialist assessment.** This **must** include training in all of the following:
 - the theoretical basis underlying psychometric tests, such as the concepts of validity and reliability; standard deviations and the normal curve; raw scores, standard scores, quotients, percentiles and age equivalent scores; the concept of statistically significant discrepancies between scores; standard error of measurement and confidence intervals;
 - the appropriate use of nationally standardised tests for the age group being tested;
 - the objective administration of attainment tests which can be administered individually. This must include tests of reading accuracy, reading speed, reading comprehension and spelling. Appropriate methods of assessing writing skills, including speed, must also be covered;
 - the appropriate selection and objective use of cognitive tests including tests of verbal and non-verbal ability and wider cognitive processing skills;
 - the ethical administration of testing including the ability to understand the limitation of their own skills and experience, and to define when it is necessary to refer the candidate to an alternative professional.

All specialist assessors must:

- have a thorough understanding of the **current edition** of the JCO publication *Access Arrangements and Reasonable Adjustments* and the principles, procedures and accountabilities involved;
- be familiar with the Equality Act 2010 (although it is not their role to determine what is a "reasonable adjustment", but rather to help identify access arrangements that might assist the candidate).
- hold an appropriate qualification to teach and make recommendations for secondary aged or adult learners who have learning difficulties.

Specialist assessor

Question:

I am a qualified teacher who has worked as a SENCo for many years. I hold an MA in Supporting Students with Special Educational Needs. This qualification did not cover skills in individual specialist assessment, though I feel that my work in SEN and the theoretical knowledge I gained from my MA has given me a good understanding of the issues involved in assessment. My local authority are running a course (12 hours) on using standardised tests which covers the criteria outlined on **page 83**. However, the course does not offer a qualification. I will produce a portfolio of evidence showing what I have learnt with samples of assessments. Can I act as a specialist assessor for access arrangements?

Answer:

The final decision **must** rest with your head of centre. He/she is responsible for appointing specialist assessors who meet the criteria outlined on **page 83**. However, as you hold a post graduate qualification in the area of special educational needs, the courses and experience you describe should be sufficient for you to gain the appropriate knowledge, skills and understanding to carry out assessments for access arrangements.

Your portfolio of evidence **must** be available for a JCQ centre inspector to view if required.

7.3.5 In addition to the qualifications and competencies noted on **page 83**, the selection of specialist assessors should be guided by the following:

- **the specialist assessor should be employed within the centre;**
- the second choice is a specialist assessor employed at another centre;
- the third choice would be a Local Authority specialist assessor;
- the fourth choice would be **an external specialist assessor who has an established relationship with the centre.**

7.3.6 **Where a centre elects either to accept or reject a privately commissioned report or a report from an external professional, the head of centre or a member of the senior leadership team must provide a brief, written rationale to support this decision which must be available for inspection purposes.**

7.4 Reporting the appointment of specialist assessors

7.4.1 **Centres must hold on file for inspection purposes evidence that all their specialist assessors meet the criteria in qualifications and competence indicated on page 83.**

7.4.2 In the case of appropriately qualified psychologists, or specialist teachers holding a SpLD Assessment Practising Certificate, **who are directly employed within the centre.** there is no need to record the names of these individuals within *Access arrangements online*.

7.4.3 The names of all other educational professionals, who are assessing GCSE and GCE candidates, **must** be entered into *Access arrangements online* to confirm their status. **This will include all other professionals working outside the centre.**

7.4.4 **For all other qualifications (i.e. excluding GCSE and GCE) the centre must list all assessors on Form 8A as contracted to work for the centre.** Form 8A **must** be retained on file within the centre for inspection purposes.

7.5 Guidelines for the assessment of the candidate's learning difficulties by a specialist assessor

- 7.5.1 The centre **must** arrange for the candidate to be assessed by a specialist assessor.
- 7.5.2 **Before the candidate's assessment, the SENCo must provide the assessor with background information, i.e. a picture of need has been painted as per Section A of Form 8.**
- 7.5.3 The specialist assessor is required to establish if the results of tests in literacy and/or cognitive abilities present evidence that the candidate has **an impairment which substantially affects their performance.**
- 7.5.4 **Specialist assessors must personally conduct the assessments. They must not sign off assessments carried out by another professional.**
- 7.5.5 **The specialist must carry out tests which are relevant to support the application.** For instance, if the candidate requires a reader but does not have writing difficulties, there is no requirement to carry out tests of writing skills.
- 7.5.6 **Recent editions of nationally standardised tests which produce standardised scores must be used, where published.**
- 7.5.7 **The candidate's chronological age must be less than the 'ceiling' of the test, unless no test is published for the candidate's age.**
- 7.5.8 **Results must be given as standardised scores which use a mean of 100 and a standard deviation of 15. (These are standard scores.)**

Standardised scores of 85-89 are described as 'low average'.

Standardised scores of 84 or less are described as 'below average'.

Test results must not be reported as percentiles, T-scores or age-equivalent scores.

7.5.9 Reading skills

Reading accuracy: reading accuracy **must** be assessed using an individually administered, untimed test of single word reading.

Reading comprehension: reading comprehension **must** be assessed using a recognised test of text or sentence comprehension.

Reading speed: a candidate with a history of reading difficulties, whose reading accuracy (at single word level) is within normal limits for his/her age, may read slowly and/or need to re-read text many times in order to absorb its meaning. A timed test of reading which includes comprehension questions should therefore be administered to assess the candidate's need for extra time, or a computer reader, or a reader.

The provision of a computer reader or a reader will depend on whether the candidate's impairment in reading accuracy or reading comprehension or reading speed has a substantial and long term adverse effect.

For examination purposes, a substantial impairment is interpreted as a standardised score in tests of reading accuracy or reading comprehension or reading speed which falls in the below average range, i.e. a standardised score of 84 or less. (For an Oral Language Modifier, please see section 5.11, page 58.)

7.5.10 Writing skills

A scribe, a word processor with the spell check enabled, or voice recognition technology will be allowed in certain subjects when a candidate's impairment has **a substantial and long term adverse effect**.

For examination purposes, **a substantial impairment** is interpreted as the candidate having:

- a spelling accuracy score in the **below average range (a standardised score of 84 or less) which renders the writing illegible**; or
- free writing which cannot be read by others; or
- free writing which is grammatically incomprehensible; or
- free writing which is produced so slowly that answers could not be fully recorded even with extra time allowed. **(The candidate's handwriting speed as a standardised score being in the below average range for their age.)**

Additionally, comments on the candidate's quality of expression and use of language when writing under timed conditions should be noted.

7.5.11 Cognitive processing

Cognitive processing assessments would include, for example, investigations of **working memory, phonological or visual processing, sequencing problems, organisational problems, visual/motor co-ordination difficulties** or other measures as determined appropriate for the individual by a specialist assessor.

Extra time of 25% may be granted where a candidate has cognitive processing difficulties which have a substantial and long term adverse impact on their speed of working. (See section 5.2.2, page 22). These difficulties will be demonstrated by tests which result in a below average standardised score, i.e. a score of 84 or less.

In exceptional circumstances at least two low average standardised scores (85-89) are acceptable. The centre must provide for inspection purposes more extensive supplementary evidence (see pages 24 and 25).

An awarding body may grant extra time of up to 50% in very exceptional circumstances - see section 5.3.2, page 28.

7.5.12 Other cognitive ability measures

There is no requirement to carry out tests of general cognitive abilities. However, the specialist assessor should be trained in the objective administration of cognitive ability tests and be able to define when testing is necessary. This would include tests of verbal and non-verbal ability. **Discrepancies between these two measures are not sufficient evidence to warrant access arrangements**. However, in some individual cases this evidence may be used to contribute to the picture of need.

Access arrangements online will not be able to process centres' applications for a computer reader, extra time of 25%, extra time of up to 50%, an Oral Language Modifier, a reader and a scribe for candidates with learning difficulties unless a standardised score has been provided.

7.6 Completing Form 8 – JCQ/AA/LD

Applications for access arrangements for GCSE and GCE qualifications **must** be processed using *Access arrangements online*. Where approved, most arrangement(s) will cover controlled assessment/coursework and timetabled examination papers during the two-year course.

An application for extra time of more than 25% and an Oral Language Modifier will last for up to 26 months from the date of the specialist assessment.

Form 8 – JCQ/AA/LD must be used to record information about a candidate's access arrangements. (A centre devised equivalent addressing the same key questions is also acceptable.)

Form 8 – JCQ/AA/LD is available from:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

Spreadsheets and e-mail messages are not acceptable.

7.6.1 **Form 8 – JCQ/AA/LD** acts as 'a passport to access arrangements' if the candidate progresses from GCSE to GCE qualifications.

A report produced **no earlier than the start of Year 9** for GCSE qualifications may roll forward to GCE qualifications where a candidate requires:

- 25% extra time;
- a computer reader;
- a reader; and/or
- a scribe.

The centre must apply once more for the respective access arrangement(s). (See pages 23, 37 and 49).

It is strongly recommended that a copy of Form 8 is sent to any new centre in the event of a candidate changing schools/colleges during a course of study.

Section A of Form 8 must be completed by the SENCo detailing the candidate's background and history of support, prior to the specialist assessment. This may include details of when/if learning difficulties **substantially** affecting examination performance were identified and by whom.

Section A of Form 8 is a pen portrait of the candidate's needs. It allows the SENCo to 'paint a holistic picture of need', confirming normal way of working bringing together:

- if known, arrangements made for Key Stage 2 tests;
- comments and observations from teaching staff;
- normal way of working in the classroom **and/or** in mock examinations/internal school tests;
- screening test results;
- any intervention strategies, e.g. individual education/learning plans or support plans in place for the candidate.

Effective screening and monitoring systems during Years 7 to 9 will enable the SENCo to paint an appropriately detailed picture of need.

School tests might identify those candidates who need to be assessed by a specialist for access arrangements.

If very little information is available, a selection from the following can be used by the SENCo to paint a picture of need within Section A of Form 8, for example:

- screening test results;
- the candidate's self reported difficulties;
- comments and observations from teaching staff who have noted the candidate's difficulties;
- comments in school reports and/or pupil tracking data;
- information relayed by telephone, with notes taken, where a candidate has moved, for example, from an 11 to 16 school to a Sixth Form College.

Section B of Form 8 must be completed by the SENCo once the specialist assessor has completed their testing **and** confirmed that **the candidate has an impairment which substantially affects their performance**.

Section B of Form 8 must make recommendations for access arrangements taking into account:

- the information given by the specialist;
- the requirements of the specifications; **and**
- the candidate's normal way of working in the centre.

7.6.2 The completion of Form 8, **Sections A, B and C** will enable the JCQ Centre Inspector to see clearly and concisely the candidate's **normal way of working within the centre and the results of an assessment**.

If only Section C of Form 8 is used, it **must** be supplemented by a **signed and dated written statement, on centre headed paper**, confirming **normal way of working within the centre** and the history of support (and thus provide the information required by Sections A and B).

7.6.3 **All specialist assessors must use Form 8, Section C, to record the results of their assessment.** (Centres may produce their own equivalent form, which addresses the same key questions.)

7.6.4 **Specialist assessors employed within the centre should enter the results of their assessments directly on to *Access arrangements online* for GCSE and GCE qualifications.** They **must** keep within the centre for inspection purposes a fully completed **Form 8 (Sections A, B and C)**.

7.6.5 **Specialist assessors employed outside the centre must complete Section C of Form 8** to enable the SENCo to process the application electronically.

7.6.6 The specialist assessor **must**:

- sign **by hand** Form 8, Section C;
- have carried out the particular assessment(s).

The specialist assessor must not sign off assessments carried out by a teacher or another professional.

Unsigned and undated assessments cannot be accepted as appropriate evidence. The signature acts as confirmation that the specialist has completed the assessments and supports the recommendation made.

An electronic signature is not permissible.

One report can be used by different centres. A copy must be available for inspection purposes at each centre where the candidate has been entered for and will be sitting his/her examinations. Form 8, or a centre devised equivalent, must be held on the centre's files where an application for an access arrangement has been processed using *Access arrangements online* and approved.

Chapter 8

Processing applications for access arrangements

GCSE and GCE qualifications

8.1 General Information

For GCSE and GCE qualifications, *Access arrangements online* enables centres to make a single on-line application for a candidate requiring access arrangements using any of the secure awarding body extranet sites. *Access arrangements online* will provide an instant response and will only allow a maximum of 26 months for any arrangement.

Further information on *Access arrangements online* is available from:
<http://www.jcq.org.uk/exams-office/aao-access-arrangements-online>

Most arrangements can be applied for again after 26 months without a major update of the evidence. **Two arrangements must have a report from a specialist assessor (with tests relating to the application in Section C of the report) dated within 26 months of the final examination where a candidate has a learning difficulty – extra time of more than 25% and an Oral Language Modifier.**

8.2 JCQ regulations and *Access arrangements online*

Access arrangements online does not give details of the JCQ regulations or how the JCQ regulations are to be applied. Centres must use the JCQ regulations in conjunction with *Access arrangements online*. Once an arrangement has been agreed, it **must** be put into effect in accordance with these JCQ regulations and without affecting the integrity of the qualification.

8.3 Temporary conditions (GCSE and GCE qualifications)

Access arrangements online must be used for GCSE/GCE candidates with a temporary injury or impairment, such as a broken arm. These arrangements can be processed as the need arises. The centre **must** ensure that appropriate documentation (where required) is held on its files to support any arrangement made.

Examples of temporary access arrangements

Example 1

A Year 11 GCSE candidate fell off his bike and injured his writing hand a few days before his first GCSE examination. The candidate is unable to write or type and therefore the SENCo processes a temporary application for the use of a scribe using *Access arrangements online* (AAO). As the use of a scribe is not the candidate's normal way of working and he is not entirely comfortable or indeed conversant in dictating his responses to another person, 25% extra time is granted.

The SENCo types a note to support the application for a scribe and 25% extra time and with the approval sheet from AAO, retains on file for inspection purposes. Two days later, the candidate brings a note from his GP which confirms the injury to his hand and this is added to the SENCo's file. Once recovered, the candidate will sign the data protection notice to confirm his consent for the scribe application.

On the day of his first GCSE examination the candidate becomes highly anxious and stressed, as the use of a scribe is not his normal way of working. In view of this, the exams officer processes an application for special consideration.

Example 2

A Year 12 GCE AS candidate has suffered a back injury playing rugby. The candidate is unable to come to school to sit his examinations. The SENCo therefore processes a temporary application for alternative accommodation/venue away from the centre. *Access arrangements online* approves the application and allows the centre to open the packet of question papers **one hour before the published starting time**. In addition, the SENCo allows the candidate supervised rest breaks as sitting for an extended period of time causes him significant discomfort. **(An on-line application and evidence of need is not required for supervised rest breaks.)**

The SENCo types a note to support the application for alternative accommodation. The candidate will forward a note from his GP to confirm his back injury and will sign the data protection notice prior to sitting his first examination at home. The SENCo keeps the typed note and the approval sheet from AAO on file for inspection purposes.

The invigilator takes the question paper in a sealed envelope to the candidate's home and conducts the examination as per the JCQ publication *Instructions for conducting examinations*. However, during the course of the examination, the candidate is in severe pain and the invigilator makes a note of this. Having received the invigilator's incident log, the exams officer then submits an on-line application for special consideration to the respective awarding body.

Example 3

A Year 11 GCSE candidate arrives in school on the first morning after the Whitsun half term break. He has had chicken pox. The candidate is clearly unwell and possibly contagious so he is sent home. The centre decides that it will arrange for the candidate to take his examinations at home.

The SENCo processes a temporary application for alternative accommodation/venue away from the centre. *Access arrangements online* approves the application and allows the centre to open the packet of question papers **one hour before the published starting time**. In addition, the SENCo grants supervised rest breaks, as sitting for an extended period of time, whilst feeling unwell, may not be conducive to the candidate demonstrating his full potential.

The SENCo types a note to support the application for alternative accommodation and with the approval sheet from *Access arrangements online*, retains on file for centre inspection purposes.

As the candidate has had a contagious disease, the exams officer seeks medical guidance from one of their local GP surgeries, primarily with regard to the risk to others, in this case the invigilator. The exams officer also reads the advice in **section 5 of the JCQ publication *Instructions for conducting examinations***.

The risks are deemed to be minimal. The invigilator takes the question paper in a sealed envelope to the candidate's home and conducts the examination as per the JCQ publication *Instructions for conducting examinations*.

However, during the course of the examination, the candidate begins to feel unwell and is unable to continue with the paper for the remaining 45 minutes.

The invigilator makes a note of the fact that the candidate was only able to complete the first hour of the paper.

The exams officer, using the invigilator's incident log, submits an on-line application for special consideration to the awarding body. The awarding body is informed that the candidate did not complete the paper.

The candidate is unable to sit any more examinations that week. The exams officer submits further applications for special consideration.

8.4 Cases which do not gain approval

Access arrangements online deals with over 90% of all applications made by centres in England, Wales and Northern Ireland, providing centres with a single automated response that in the majority of cases will be an approval **as long as the candidate meets the criteria for all of the arrangements requested.**

It is inevitable that some individual needs will not be accommodated by a computer system, which cannot deal with every reasonable adjustment which may be required in specific cases.

If an application is not approved, the specialist assessor/SENCo must consider whether this is because the candidate does not meet the published criteria for one of the arrangements requested and does not have a substantial and long term impairment for the arrangement being requested.

Example:

A candidate with learning difficulties has requested the help of a reader and a scribe in her examinations. Her writing is totally illegible and she has used a scribe throughout the course. Her reading has improved during the year and she now achieves standardised scores of **86, 89 and 93** for reading accuracy, reading comprehension and reading speed on nationally standardised tests.

The SENCo keys into the on-line system **a score of 86 for reading accuracy** and also confirms that her writing is illegible. The application is not approved because **the candidate's score for reading accuracy is not in the below average range (i.e. a standardised score of 84 or less).** **The candidate does not have a substantial and long term impairment which has an adverse effect.**

Where a candidate has learning difficulties *Access arrangements online* will only accept standardised scores of 84 or less when processing applications for a reader.

The SENCo makes another application for the candidate, this time only for a scribe. The application is approved. Before she keys in the next candidate, she checks the criteria to make sure this does not happen again.

If a candidate has substantial needs which are not accommodated by the on-line system, it may be because they relate to reasonable adjustments which are not listed or to arrangements which may require further exploration in relation to the competence being tested in the specification(s). Centres should refer these cases to the relevant awarding body. This may be done via *Access arrangements online*. However, additional paperwork may be required in order to justify the request being made.

Applications for extra time of more than 25%, a practical assistant in practical assessments and a practical assistant in written papers will be automatically rejected. Applications should be referred on-line to the relevant awarding body.

8.5 Pre-planning in advance of examination series

Applications processed and approved on-line can be recorded as a CSV file and by using Excel, an instant list of candidates who have access arrangements can be produced. This information will be invaluable for centres. It will enable exam officers, prior to the start of each exam series, to plan ahead and identify:

- the number of additional rooms required within the centre to accommodate candidates with access arrangements;
- invigilation resources; **and**
- the number of computer readers, Oral Language Modifiers, practical assistants, readers and scribes which will be needed.

Access arrangements online will also enable centres to generate pre-populated cover sheets.

GCSE and GCE qualifications

Access arrangements that must be applied for on-line include:

- Alternative accommodation (away from centre)
- Bilingual dictionary with extra time of up to 25% (for the use of the dictionary)
- Computer reader
- Examination on coloured/enlarged paper
- 25% extra time
- Extra time over 25%
- Modified papers (see Chapter 6, pages 75-81)
- Oral Language Modifier
- Practical Assistant in practical assessments
- Practical Assistant in written papers
- Reader
- Scribe/voice recognition technology

The following arrangements do not need to be processed online:

(Please do not select 'Other' when using *Access arrangements online*.)

- Amplification equipment
- Bilingual dictionary
- Brailers
- Closed Circuit Television (CCTV)
- Colour naming by the invigilator for candidates who are Colour Blind
- Coloured overlays
- Live speaker for pre-recorded examination components
- Low vision aid/magnifier
- Optical Character Reader (OCR) scanners
- Prompter
- Read aloud
- Separate invigilation (within the centre)
- Sign Language Interpreter
- Supervised rest breaks
- Transcript
- Word processor

How to access the *Access arrangements online* system

www.aqa.org.uk

www.ccea.org.uk

www.edexcel.com

www.ocr.org.uk

www.wjec.co.uk

Useful information on the *Access arrangements online* system may be found at:

<http://www.jcq.org.uk/exams-office/aao-access-arrangements-online>

8.6 How to use *Access arrangements online*

Getting started

Before logging in to *Access arrangements online* you will need:

- the candidate's consent (completed data protection notice) to record their personal data on-line;
- paperwork determining the candidate's needs;
- your log-in details for one of the secure awarding body websites, e.g. e-AQA.

Good practice

Keep detailed records of all the essential information about access arrangements on file. This includes a printed copy of the candidate's application, appropriate evidence of need (where required) **and** a signed data protection notice for inspection by JCQ.

Quick guide to applying for *Access arrangements online* for a substantial and long-term impairment:

Step 1 Log-in

Log-in to an awarding body secure website, e.g. e-AQA and navigate to *Access arrangements online*. Select the option *Create application* from the home page.

Step 2 Candidate details

Enter the candidate's details. The candidate's UCI and/or ULN **must** be entered in addition to the candidate number. (* denotes that input is mandatory).

Step 3 The exam series

Select the academic year and first exam series in which the access arrangement(s) will be used.

Step 4 Qualification type and application duration

Select GCSE or GCE **or both** whichever is relevant to the candidate's application and select either:

- *Long-term condition = lasts duration of the two year course.*
- *Temporary condition = lasts duration of an exam series.*

Step 5 Access arrangements

Choose the access arrangement(s) required for the candidate from the list shown. You can select more than one but you **must** have supporting evidence, where required, in each instance to secure approval.

Step 6 Evidence of need

Answer all of the questions about the evidence you have on file to support the application.

Step 7 Specialist assessor's report

Some applications require you to enter details from a report to substantiate the evidence of need. You **must** specify who carried out the assessment and when.

Step 8 Confirmation

Your submission is now complete.

Tick the **Confirmation** box to state that you have read and accept the legal statements and click **SUBMIT**.

Step 9 Outcome

The application outcome will now be displayed, along with the details of the application.

If your application has been refused, you may refer it to the relevant awarding body for consideration using the awarding body referral section. **However, you must always re-check the JCQ regulations to see if the candidate does meet the criteria for the arrangement(s).**

Step 10 Save & Close

Your application has been saved and can be found at any time using the search facility. Click **SAVE & CLOSE** to return to the Home page.

Other qualifications

Candidates sitting Cambridge Nationals, **Cambridge Progression qualifications**, Free Standing Mathematics qualifications (FSMQ), Functional Skills qualifications and Principal Learning alongside GCSE/GCE qualifications

8.7 Where a centre has approval from *Access arrangements online* for an access arrangement for an individual GCSE or GCE candidate, this permission will extend to:

- Cambridge Nationals;
- **Cambridge Progression qualifications;**
- Free Standing Mathematics qualifications (FSMQ);
- Functional Skills qualifications; and
- Principal Learning.

A separate application must be made to any awarding body that does not use *Access arrangements online*.

Examples:

A centre has an approved application on file for a reader for a GCSE candidate. The approved application will additionally apply to the candidate's Functional Skills ICT examination (see Appendix 2, page 101).

A centre has an approved application for a scribe for a GCE candidate. The approved application will additionally apply to the candidate's Principal Learning Engineering components (where permitted by the specification).

Candidates sitting Cambridge Nationals, **Cambridge Progression** or Level 1 and Level 2 Functional Skills qualifications not alongside GCSE qualifications

Where permitted by the specification, the following arrangements may be granted by the centre and do not need to be recorded. Evidence of need is not required to be held on file.

- Amplification equipment
- Bilingual dictionary
- Braille
- Closed Circuit Television (CCTV)
- Colour naming by the invigilator for candidates who are Colour Blind
- Coloured overlays
- Live speaker for pre-recorded examination components
- Low vision aid/magnifier
- Optical Character Reader (OCR) scanners
- Prompter
- Read aloud
- Separate invigilation (within the centre)
- Sign Language Interpreter
- Supervised rest breaks
- Transcript
- Word processor

The following arrangements may be granted by the centre without prior approval from an awarding body.

- Bilingual dictionary with extra time of up to 25% (for the use of the dictionary)
- 25% extra time

Form 9 – JCQ/CA must be completed and kept on the centre's files, (with appropriate evidence of need as per section 5.2, page 22 and section 5.18, page 73) for inspection purposes listing the names and numbers of candidates who were granted these arrangements.

For all other access arrangements (as detailed below) centres must apply to the relevant awarding body at least six weeks before the date of the series in which the examination is to be taken.

- Alternative accommodation (away from centre)
- Computer reader
- Examination on coloured/enlarged paper
- Exemptions
- Extra time over 25%
- Oral Language Modifier
- Practical Assistant in practical assessments
- Practical Assistant in written papers
- Reader
- Scribe/voice recognition technology

Form 1 – JCQ/AA or Form 8 – JCQ/AA/LD, as appropriate, must be sent to the awarding body.

Where a candidate whose disability has a substantial and long term adverse effect on him/her, other adjustments, which are not listed, may be required. The centre should, in the first instance, contact the relevant awarding body at the earliest opportunity to discuss the candidate's particular needs.

Entry Level qualifications

Entry Level Cambridge Progression qualifications

Entry Level Certificate (ELC) qualifications

Entry Level Functional Skills qualifications

Entry Level qualifications

Where permitted by the specification, the following arrangements may be granted by the centre and **do not** need to be recorded. Evidence of need **is not** required to be held on file.

- Amplification equipment, taped questions and responses
- Bilingual dictionary
- Brailers
- Braille of non-secure assessment material
- Closed Circuit Television (CCTV)
- Colour naming by the invigilator for candidates who are Colour Blind
- Coloured overlays
- Live speaker for pre-recorded examination components
- Low vision aid/magnifier
- Optical Character Reader (OCR) scanners
- Prompter
- Read aloud
- Separate invigilation (within the centre)
- Sign Language Interpreter for written questions and responses (but not in MFL oral examinations)
- Supervised rest breaks
- Transcript
- Word processor

Entry Level qualifications

Where permitted by the specification, the following arrangements may be granted by the centre **without prior approval** from an awarding body -

- Bilingual dictionary with extra time of up to 25% (for the use of the dictionary)
- Computer Reader
- Extra time in timed components
- Oral Language Modifier
- Practical Assistant
- Reader
- Scribe

Form 11 – JCQ/EL/NF must be completed and kept on the centre's files, listing the names and numbers of candidates who were granted these arrangements.

Form 11 is available from:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

Form 11 – JCQ/EL/NF must be made available for inspection purposes.

Timetabled Entry Level examinations

Question papers must always remain secure.

Form 12 – JCQ/EL/AA must be sent to the relevant awarding body at least six weeks before the date of the series in which the examination is to be taken.

Form 12 is available from:

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms>

Form 12 must be completed where a centre wishes to open the question paper packet prior to the published starting time to:

- conduct an examination at an alternative venue for an individual candidate, e.g. the candidate's home;
- enable an Oral Language Modifier or a Sign Language Interpreter to prepare for the examination;
- enlarge or photocopy the question paper on to coloured paper;
- scan the hard copy question paper into an accessible electronic format to allow the candidate access to a computer reader.

Where a centre has approval from *Access arrangements online* for:

- alternative accommodation away from the centre;
- coloured/enlarged paper;
- a computer reader; or
- an Oral Language Modifier;

this approval extends to Entry Level qualifications.

Where a candidate whose disability has a substantial and long term adverse effect on him/her, other adjustments, which are not listed, may be required. The centre should, in the first instance, contact the relevant awarding body at the earliest opportunity to discuss the candidate's particular needs.

Internally assessed units

Cambridge Technicals

Functional Skills and Principal Learning units

Project qualifications (including the Extended Project)

- 8.8 For internally assessed **Cambridge Technicals**, Functional Skills and Principal Learning units and Project qualifications, centres do not need to apply to the individual awarding body concerned.

Access arrangements for internally assessed Functional Skills units **must** be in line with Ofqual's Functional Skills qualifications criteria.

Access arrangements **must not**, however, affect the reliability or validity of assessment outcomes. They **must not** give the learner an advantage over other learners undertaking the same or similar assessments.

It is recommended that centres discuss the application of access arrangements to internally assessed units with the awarding body concerned.

Data Protection Notice

So that we can process your application for access arrangements electronically via the *Access arrangements online* system we need your consent to share some of your personal data, which may include data relating to your health, medical condition or any disability, with a number of organisations. In some cases, we may need to provide more detailed personal information to support the application for access arrangements being made on your behalf.

These organisations are the Joint Council for Qualifications (JCQ) and the participating awarding bodies (currently AQA, CCEA, OCR, Pearson and WJEC).

Your application will be processed in line with the common standards, regulations and guidance developed for GCSE and GCE qualifications by the Joint Council for Qualifications (JCQ).

If you are happy for us to share your data please provide your consent by completing the declaration below. We will not use your data for any other purpose without your consent (unless authorised to do so by law).

Declaration

For the purpose of processing my access arrangement application, I consent to the use of my name, date of birth and other relevant data as set out above. I understand that this information will not be used for any other purpose without my consent unless authorised by law.

Signed Date

Print Name.....

This form may be downloaded from the JCQ website –
<http://www.jcq.org.uk/exams-office/aao-access-arrangements-online/data-protection-notice>

Functional Skills qualifications

Ofqual, together with its regulatory partners in Wales (Welsh Government) and Northern Ireland (CCEA) published the Functional Skills qualifications criteria in November 2009. The specific criteria for the individual Functional Skills in English, Mathematics and ICT were also published at the same time.

The information published applies to all levels of Functional Skills English, ICT and Mathematics qualifications.

Functional Skills English (Reading)

Access Arrangement	Yes/No	Type of assessment
Extra time	Yes	
Dictionaries and bilingual dictionaries	Yes	The use of a dictionary or a bilingual dictionary is permitted for all candidates .
Reader	No	
Computer reader	Yes	
Oral Language Modifier	No	
Sign Language Interpreter	No	
Scribe	Yes	
Voice recognition technology	Yes	
Word processor	Yes	The use of a word processor with the spell check facility switched on is permitted for all candidates .
Transcript	Yes	
Practical Assistant	Yes	
Modified question papers (including Braille)	Yes	
Models, visual/tactile aids, speaking scales	Yes	
External device to load personal settings	Yes	Permitted as a reasonable adjustment provided that this does not compromise the assessment or give the candidate any advantage not available to other candidates.

Functional Skills English (Speaking, Listening and Communication)

Sign Language (i.e. BSL, SSE) is permissible in the Speaking, Listening and Communication component, provided this is made accessible to all participants in the discussion. (It is recognised that BSL is a language in its own right and not a form of English. BSL is, however, permitted as an alternative to English for the assessment of Speaking, Listening and Communication where BSL is the candidate's normal way of communicating in the contexts described by the standards.) **No other languages are permitted as alternatives to English.**

Similarly, access to augmentative speech equipment is permissible where it reflects the candidate's normal way of working.

As a last resort, candidates who are disabled under the terms of the Equality Act 2010 and have no accessible means of communication may request an exemption from the Speaking, Listening and Communication component.

Functional Skills English (Writing)

Access Arrangement	Yes/No	Type of assessment
Extra time	Yes	
Dictionaries and bilingual dictionaries	Yes	The use of a dictionary or a bilingual dictionary is permitted for all candidates .
Reader	Yes	
Computer reader	Yes	
Oral Language Modifier	Yes	
Sign Language Interpreter	Yes	
Scribe	No	
Voice recognition technology	Yes	
Word processor	Yes	The use of a word processor with the spell check facility switched on is permitted for all candidates .
Transcript	Yes	
Practical Assistant	Yes	
Modified question papers (including Braille)	Yes	
Models, visual/tactile aids, speaking scales	Yes	
External device to load personal settings	Yes	Permitted as a reasonable adjustment provided that this does not compromise the assessment or give the candidate any advantage not available to other candidates.

In **Functional Skills Mathematics and Functional Skills ICT qualifications** candidates can have access to all forms of equipment, software and practical assistance, such as a reader or a scribe that reflect their **normal way of working within the centre**. However, such adjustments **must not** affect the reliability or validity of assessment outcomes or give the candidate an assessment advantage over other candidates undertaking the same or similar assessments.

Functional Skills Mathematics

Access Arrangement	Yes/No	Type of assessment
Extra time	Yes	
Dictionaries and bilingual dictionaries	Yes	The use of a dictionary or a bilingual dictionary is permitted for all candidates .
Reader	Yes	
Computer reader	Yes	
Oral Language Modifier	Yes	
Sign Language Interpreter	Yes	
Scribe	Yes	
Word processor	Yes	
Transcript	Yes	
Practical Assistant	Yes	
Modified question papers (including Braille)	Yes	
Models, visual/tactile aids, speaking scales	Yes	

Functional Skills ICT

Access Arrangement	Yes/No	Type of assessment
Extra time	Yes	
Dictionaries and bilingual dictionaries	Yes	The use of a dictionary or a bilingual dictionary is permitted for all candidates .
Reader	Yes	
Computer reader	Yes	
Oral Language Modifier	Yes	
Sign Language Interpreter	Yes	
Scribe	Yes	
Word processor	Yes	
Transcript	Yes	
Practical Assistant	Yes	A practical assistant may switch on the computer and insert a storage device at the candidate's instruction but must not perform any skill for which marks will be credited. A practical assistant may be used in written examinations.
Modified question papers (including Braille)	Yes	
External device to load personal settings	Yes	Permitted as a reasonable adjustment provided that this does not compromise the assessment or give the candidate any advantage not available to other candidates.

A memory aid for a reader

**I am here to read for you in your examination
You must make clear what you want to be read**

I can only read the instructions and the questions

**I can repeat instructions, but only if you make it clear which
instructions you want me to read**

**I can't tell you which questions to choose
I can't tell you when to move on to the next question
I can't tell you which questions to do first**

I can spell words if you ask me, but only words on the question paper

I can read back your answer, but only if you ask me

GCSE English & GCSE English Language examinations:

**I can read the questions in the writing section of this paper, but I can't
read any of the questions in the reading section**

Centres must ensure that both invigilators and those acting as a reader are appropriately trained and familiar with the rules as detailed on page 39.

It is essential that the candidate is made aware of what a reader can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.

A memory aid for a scribe

I am here to write/type for you in your examination

I must write/type exactly what you say

**I can draw maps, graphs and diagrams, but I can only draw exactly what you tell me
I can't draw for you in a Design examination**

I can change what I have written/typed, but only if you ask me

If we have problems communicating, I must tell the invigilator

**I can't give you any help with answers
I can't suggest when an answer is finished**

**I can't tell you which questions to choose
I can't tell you when to move onto the next question
I can't tell you which questions to do first**

If you are allowed rest breaks, I can't write/type in those breaks

I can read back what I have written/typed, but only if you ask me

Centres must ensure that both invigilators and those acting as a scribe are appropriately trained and familiar with the rules as detailed on page 52.

It is essential that the candidate is made aware of what a scribe can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.

Memory aid for an Oral Language Modifier

I can only change words or phrases if you make it clear that you need help with them

I can't change words or phrases that the examiner thinks you should have learnt

I can't change anything the examiner didn't write (e.g. text from a book, maps, tables, etc.)

I can only make changes if you make it clear what is confusing you

I can speak, write or sign any changes

I can read for you if you make it clear what you want to be read

GCSE English & GCSE English Language examinations

I can read or change words, phrases and sentences in the writing section of the paper but I can't read or change anything in the reading section

Centres must ensure that both invigilators and those acting as an Oral Language Modifier are appropriately trained and familiar with the rules as detailed on page 61.

It is essential that the candidate is made aware of what an Oral Language Modifier can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.

Memory aid for a Sign Language Interpreter

I am here to sign the questions in British Sign Language

I can't sign words or phrases that the examiner thinks you should have learnt, but I can fingerspell them

I can't sign anything the examiner didn't write (e.g. text from a book, maps, tables, etc.)

I can sign the questions more than once but I can't explain the questions

I can't explain what the examiner wants you to write

You can fingerspell answers, or sign an answer if it is one word only and I will write it for you

GCSE English & GCSE English Language examinations

I can sign words, phrases and sentences in the writing part of the paper but I can't sign anything in the reading part

Centres must ensure that both invigilators and those acting as a Sign Language Interpreter are appropriately trained and familiar with section 5.13, pages 64-65.

It is essential that the candidate is made aware of what a Sign Language Interpreter can and cannot do in advance of their first examination, e.g. internal school tests or mock exams.